



**ASSISTANT COMMONWEALTH ATTORNEY**

*FLSA Status: Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and difficult preparing for and prosecuting misdemeanor and felony cases in General District, Juvenile and Domestic Relations, and Circuit courts. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Preparing for and prosecuting misdemeanor and felony cases in General District, Juvenile and Domestic Relations, and Circuit courts.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Reviews each case on each docket, check for subpoenas; talk to witnesses, officers, and victims; check for necessary documents and records; talk to defense attorney; draft appropriate motions; draft responses to various motions by defense attorney; check defendants driving and/or criminal record; o) draft appropriate correspondence related to the case;

Prosecutes cases in court, negotiating plea agreements; conducting trials; consulting with probation or court services; answer questions concerning pending investigations or pending charges with police officers, detectives, and deputies;

Handles appellate briefs: review file and case history; review trial transcripts; read appellate brief; research legal issues; draft response brief; submit response to appropriate court (Court of Appeals or Supreme Court); communicate with clerks offices (both General District and Circuit);

Read various legal journals;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of laws governing criminal practices and procedures; ability to write legal briefs, perform legal research, try cases in court, interview witnesses and work without direct supervision ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships county officials, other governmental officials and associates.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent Bachelors degree and J.D. degrees from an ABA approved law school.

**SPECIAL REQUIREMENTS:**

Admission to the Virginia State Bar - Licensed to practice law in Virginia.