



Assistant Commonwealth's Attorney
Commonwealth Attorney's Office

Position # : CWA 304
FLSA: Exempt
Grade: 28

JOB SUMMARY

This position provides legal support for the operations of the Commonwealth Attorney's Office.

MAJOR DUTIES

- Reviews cases to determine proper course of action.
- Prepares cases for trial; completes legal research; prepares witnesses for trial.
- Tries cases in General District, Juvenile Domestic and Circuit Courts.
- Provides legal opinions to law enforcement agencies.
- Responds to citizen questions and complaints involving criminal matters.
- Prepares civil forfeiture actions held in the Circuit Court.
- Provide training to law enforcement personnel
- Investigate major cases by utilizing the grand jury.
- Coordinate state, local and federal agencies for investigative purposes.
- Make assessments of criminal complaints to include the feasibility of a successful prosecution.
- Act as liaison between the Office of the Commonwealth's Attorney and the Powhatan Clerk's Offices and Judiciary
- Assumes the responsibilities of the Commonwealth's Attorney in his/her absence.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state and federal law.
- Knowledge of legal research principles.

- Knowledge of trial proceedings.
- Knowledge of the rules of courtroom procedure and the rules of evidence.
- Knowledge of case management and investigative techniques.
- Knowledge and ability to coordinate and supervise interagency criminal investigations.
- Knowledge of effective teaching techniques.
- Knowledge of computers and job related software programs.
- Knowledge of public speaking and oration.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in training and supervising personnel.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Commonwealth's Attorney assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include statutes, case law, and state, federal and local regulations; county guidelines; and policy statements issued by the Commonwealth's Attorney. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to assist the Commonwealth's Attorney in the management of office operations. Success in this position provides legal representation on behalf of the people of the commonwealth.

CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, law enforcement personnel, victims, witnesses, court personnel, and members of the general public.

- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office or courtroom setting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Administrative Associate – Legal (1) and the Assistant Commonwealth's Attorney.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Must pass the Virginia State Bar exam.
- Five or more years' experience.
- Yearly continuing education required as prescribed by the Virginia State Bar.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Current membership in the State Bar of Virginia.