

CLASS SPECIFICATION FOR
Chief Deputy Attorney/Commonwealth

GENERAL STATEMENT OF DUTIES: Serves as Chief Deputy to the Attorney for the Commonwealth in representing the people of the Commonwealth in criminal and traffic cases and in assisting with the supervision of the office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class works independently under much less supervision and handles more difficult cases than lower-level attorneys. The incumbent in this class is responsible for supervising the office in the absence of the Attorney for the Commonwealth.

EXAMPLES OF WORK (illustrative only):

- Assists in supervising the office and lower-level attorneys;
- Assigns cases to attorneys;
- Investigates and prosecutes the more difficult criminal cases;
- Gathers evidence and prepares cases to be tried in court;
- Represents clients in court;
- Prepares legal documents;
- Advises clients as to legal rights;
- Interviews clients and witnesses to ascertain facts of the case;
- Conducts case, examines and cross-examines witnesses and summarizes case to the jury;
- Prepares briefs to the Supreme Court;
- Writes memorandum of law when it applies to an assigned case;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of general and governmental law; good knowledge of State and County laws and federal laws and regulations and their relationship to the authority and functions of County and State; ability to organize, interpret and apply legal principles and knowledge to complex legal problems; ability to effectively prosecute a variety of cases; ability to establish and maintain effective working relationships with public officials and the general public; good professional judgment; good legal research and writing skills; ability to effectively supervise.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law and seven (7) years of experience in the practice of law, preferably some as a trial attorney; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Eligibility to practice law in the Commonwealth of Virginia.