

# Chief Deputy Attorney/Commonwealth



## General Summary of Classification:

Under administrative direction of the Attorney for the Commonwealth (CA), oversees and directs the daily operations and activities of the Office of the Commonwealth's Attorney (CAO) and staff to ensure provision of effective, compliant, and timely legal actions and proceedings; supervises and provides guidance to Deputy Attorneys and other assigned staff; provides difficult and complex prosecutorial legal services in civil and criminal cases; and serve as a liaison to the other agencies involved in the criminal justice system; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Manages own assigned caseload of complex cases, effectively performs the full array of prosecutorial duties for difficult and complex cases involving all types of misdemeanors, violent and non-violent felonies, white collar crimes, drug conspiracy, gangs, capital murder, vulnerable victims, wiretap and investigative grand jury cases in all courts, consults with and provides guidance to various officials on a wide variety of issues having criminal legal implications, and presents cases to the Grand Jury and specialty courts (e.g. Drug Court);
- Serves a primary liaison for the CAO, maintains effective working relationships with personnel and officials in all courts of the Commonwealth and federal judicial system, other judicial agencies, victims, witnesses, law enforcement agencies, the public at large, maintains collaborative relationships with community stakeholders working towards goals to improve the success rate of rehabilitation for criminal defendants in addition to reducing crime;
- Oversees the appellate process to include designation of responses to the VA Court of Appeals and VA Supreme Court;
- Performs the duties of the elected Commonwealth's Attorney whenever the CA is unavailable to perform those duties;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive knowledge and understanding of the rules of: professional conduct for attorneys, traffic law, juvenile justice, criminal statutes and prosecution procedures for misdemeanors and the full range of felony classes under Virginia law, evidence, legal research, criminal investigations, interview methods and techniques, trial techniques and procedures, legal proceedings and courtroom procedures, legal theory, and appellate process; sound negotiating skills; organizes case data, evidence and research, accurately interprets and applies complex relevant legal principles and knowledge to cases; effectively prosecutes various types of cases, including complex criminal cases; establishes and maintains effective working and collaborative relationships with assigned staff as well as judges, defense attorneys, other prosecutors, legal staff, courtroom personnel, all levels of law enforcement personnel in local, state and federal agencies, defendants, witnesses, other stakeholders in criminal proceedings, and the general public; consistently exercises sound professional judgment and makes sound decisions and recommendations; excellent legal research and writing skills; demonstrates effective supervisory skills; exercises sound political savvy, discretion and tact.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete job duties.
- **Interpersonal, Communication and Customer Service:** Excellent written and oral communication skills, consistently communicates clearly, accurately and in a timely manner with all assigned staff, department staff, and all other stakeholders engaged in criminal prosecution investigations, research, trial proceedings and appeals; excellent collaborative skills; works effectively independently and as part of an executive team as well as a prosecutorial team.
- **Decision-making and Authority:** Duly authorized to negotiate & engage in legal proceedings on behalf of the Commonwealth; oversees and approves the internal and outgoing work product of assigned staff.
- **Leadership:** Supervisory. Assistant department head, serves as the Attorney for the Commonwealth during their absence.
- **Environment:** Typically works in an office, board room, conference room or court room setting; may work in other job-related settings as needed; may be required to work a flexible schedule as needed to perform assigned job duties.
- **Physical:** Visual and hearing acuity sufficient to engage effectively in legal proceedings. Physical ability sufficient to perform assigned duties in various duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Juris Doctor degree from an accredited law school, plus license to practice law in the Commonwealth of VA;

**Experience:** Twelve (12) years of experience in the practice of law in a prosecutor's office;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.