

# Senior Assistant Attorney/Commonwealth



## General Summary of Classification:

As an assistant prosecutor for the Commonwealth, represents the people of the Commonwealth in criminal and traffic cases in the General District, Circuit, and Juvenile and Domestic Relations Courts; this class differs from the Assistant Attorney I, II and III level by the complexities of assigned criminal cases tried in the higher courts, routine assignment of cases with complex felony charges requiring significantly more advanced and challenging levels of court preparation/research; collaborates with other prosecutors on assigned cases, provides training, guidance and assistance to level I, II and III prosecutors, receives general supervision from the Attorney for the Commonwealth, Chief Deputy Attorney or Deputy Attorney for the Commonwealth; 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.*

This is the fourth level of an approved career development plan (CDP). Proficiently performs all the essential job duties of an Assistant Attorney I/Commonwealth, Assistant Attorney II/Commonwealth and Assistant Attorney III/Commonwealth in addition to the following:

- Routinely assigned the most complex criminal cases for prosecution, routinely tries assigned cases in the higher courts, assigned cases routinely require complex applications of legal precedents, research and investigations, trial preparations, arraignments, discovery, plea negotiations, preliminary hearings, pre-trial motions, trial proceedings, as well as post-trial motions, sentencing, appeals and writs appellate and appeal proceedings;
- Leads or serves on a prosecutorial team, serve as lead prosecutor on assigned cases;
- Proficiently handles other duties such as advising and training police officers and other CAO staff;
- Performs other duties as assigned.

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

- **Occupation-specific:** Routinely uses a comprehensive knowledge and understanding of the rules of: professional conduct for attorneys, Virginia criminal law, criminal prosecution procedures, 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 and recommendations; organizes case data, evidence and research, accurately interprets and applies relevant legal principles and knowledge to complex legal challenges and problems related to assigned cases; effectively prosecutes complex criminal felony cases; establishes and maintains effective working relationships with 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; collaborates effectively and assists other prosecutors as assigned; exercises sound political savvy, discretion and tact.
- **Technical:** Sound computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Effectively communicates relevant legal information to a diverse array of stakeholders in the legal system and proceedings in a respectful and an easy-to-understand manner.
- **Decision-making, and Authority:** Uses research, analysis, and document preparation related to cases, statutes, records, and related information to determine applicable arguments and potential case outcomes and to negotiate plea offers.
- **Leadership:** Non-supervisory. Works independently and as part of a team. May serve as trainer and/or mentor.
- **Environment:** Typically works in an office 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:** Six (6) years of experience in the practice of law in a prosecutor's office;

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

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

- Refer to current approved CDP for any additional education, licenses, certifications, or other level specific requirements.
- 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.