

CLASS SPECIFICATION FOR
Senior Assistant Attorney/Commonwealth

GENERAL STATEMENT OF DUTIES: Supervises Assistant Attorneys for the Commonwealth representing the people of the Commonwealth in criminal and traffic cases; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class supervises Assistant Attorneys for the Commonwealth who represent the people of the Commonwealth in criminal and traffic cases in the Circuit, General District and Juvenile and Domestic Relations Courts. In addition this class tries cases of a difficult nature which are frequently in the higher courts. Work is performed independently with general supervision from the Attorney for the Commonwealth.

EXAMPLES OF WORK (illustrative only):

- Oversees case assignments and the scheduling of assistants;
- Reports case status and identifies key cases to the Commonwealth Attorney;
- Monitors job performance and training needs of assistants;
- Coordinates dockets and personnel in courts on assigned days;
- Investigates allegations and prosecutes the more difficult case if investigations reveal wrongdoing;
- Gathers evidence and prepares cases to be tried in court;
- Represents client in court;
- Prepares legal documents;
- Prepares briefs to the Supreme Court;
- 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;
- 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 six (6) years of experience in the practice of law; 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.