



CLASS SPECIFICATION FOR
Attorney for the Commonwealth

GENERAL STATEMENT OF DUTIES: An elected official; serves as chief prosecutor representing both the County and the State of Virginia; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Attorney for the Commonwealth, as chief prosecutor of the County, represents the State as well as the County in the Circuit, General District, and Juvenile and Domestic Relations Courts. Elected by the citizens of Henrico County to serve a four-year term, the Attorney for the Commonwealth supervises a staff of attorneys who prosecute felony and misdemeanor cases as well as cases involving extraditions, habitual offenders, and automobile confiscations. Work is performed within the guidelines set forth by the Code of Virginia.

EXAMPLES OF WORK (illustrative only):

- Supervises the Commonwealth's Attorney's Office;
- Assigns the more complex cases to attorneys;
- Investigates and prosecutes the more difficult and/or controversial cases;
- Advises attorneys on cases;
- Gathers evidence and prepares cases to be tried in court;
- Represents client 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;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of general and governmental law; good knowledge of State and County laws and federal laws and regulations; 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.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law and eight (8) years of experience in the practice of law, preferably some of which shall have been in public administration; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Eligibility to practice law in the Commonwealth of Virginia; must be a resident of Henrico County; must be elected to this position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.