

*CLASS SPECIFICATION FOR*  
**Assistant Attorney I/Commonwealth**

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**GENERAL STATEMENT OF DUTIES:** Assists the Attorney for the Commonwealth in representing the people of the Commonwealth in traffic and criminal cases; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** As an assistant prosecutor for the Commonwealth, represents the people of the Commonwealth in traffic and criminal cases in the General District, Circuit, and Juvenile and Domestic Relations Courts. Most of the cases prosecuted by this class are in the lower courts and are less complex in nature. Supervision is received from the Attorney for the Commonwealth or designated higher-level assistant attorney.

**EXAMPLES OF WORK** (illustrative only):

- 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:** Knowledge of general and governmental law; knowledge of State and County laws and federal laws and regulations and their relationship to the authority and functions of the 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.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from an accredited school 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.