

Assistant Attorney I/Commonwealth



General Summary of Classification:

As an assistant prosecutor for the Commonwealth, represents the people of the Commonwealth in traffic and misdemeanor criminal cases and code violations in the General District, Circuit, and Juvenile and Domestic Relations Courts; most of the cases prosecuted are in the lower courts and are less complex in nature; supervision is received from the Attorney for the Commonwealth, Chief Deputy Attorney or Deputy Attorney for the Commonwealth; uses sound working knowledge of legal proceedings, rights, traffic and criminal law, search and seizure, and evidentiary laws; 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 first level of an approved career development plan (CDP).

- Prosecutes people who are charged with committing crimes supportable by probable cause, obtains criminal redress for crime victims, and ensures that both victims and defendants receive a fair trial;
- Prepares for trial: gathers evidence, advises parties of legal rights, interviews clients and witnesses to ascertain facts of the case, performs research, drafts briefs, legal documents, and legal memorandum, prepares arguments in opposition to the opponent's discovery procedures, determines investigation needs, researches applicable law, prepares trial exhibits, prepares interrogatories, obtains depositions, prepares witnesses for testifying in the courtroom proceedings;
- Collaborates with more senior attorneys to anticipate problems that could arise during trial to develop trial strategy;
- Performs pre-trial duties: propounds interrogatories, sends requests for admission, schedules and takes depositions, attends the trial setting conference, prepares exhibits, confers with witnesses, prepares documentations, prepares instructions, handles voir dire, tries case, participates in pre-trial negotiations and negotiates plea offers, participates in negotiations and settlement discussions, recommends a specific sentence to the court;
- Presents cases in court: gives a prepared opening statement, presents legal and factual arguments to judges and juries, submits legal documents and evidence during trial, examines and cross-examines witnesses, responds to objections, and summarizes case in closing arguments to the jury; may handle post-trial motions, appeals and writs appellate as needed;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge and understanding of the rules of: professional conduct for attorneys, traffic law, Virginia criminal law, criminal procedures, evidence, legal research, criminal investigations, interview methods and techniques, trial techniques and procedures, legal proceedings and courtroom procedures, legal theory and criminal law, and negotiation techniques; organizes case data, evidence and research, accurately interprets and applies legal principles and knowledge to more routine and less complex legal problems; effectively prosecutes various types of cases, typically more routine and less complex in nature; 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, & the general public; uses sound professional judgment, discretion & tact; good legal research & writing skills; assists other prosecutors as assigned.
- **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. Ability to work independently with minimal supervision and as part of a team.
- **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: Relevant prosecution or trial experience preferred;

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.