

CLASS SPECIFICATION FOR
Assistant Attorney II/Commonwealth

GENERAL STATEMENT OF DUTIES: Assists the Attorney for the Commonwealth in representing the people of the Commonwealth in criminal and traffic 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 criminal and traffic cases in the General District, Circuit, and Juvenile and Domestic Relations Courts. This class differs from the Assistant Attorney I for the Commonwealth by the frequency of cases tried in the higher courts, assignment of more difficult types of case, more difficult and higher level of court preparation/research, and fewer opportunities for appeal. The incumbent works independently with general supervision from a Senior Assistant Attorney for the Commonwealth.

EXAMPLES OF WORK (illustrative only):

- Investigates allegations and prosecutes cases;
- 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.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law, and two (2) 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.