

# Deputy Attorney/Commonwealth



## General Summary of Classification:

Under administrative direction of the Chief Deputy Attorney/Commonwealth manages a section within the Commonwealth Attorney's Office; oversees the legal prosecution and/or disposition of an assigned portfolio of traffic and/or criminal misdemeanor and felony crimes; supervises and provides guidance to an assigned staff; and 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.*

- Serves as a first line supervisor: Assigns and evaluates the work of an assigned staff of attorneys engaged in prosecuting criminal misdemeanor and felony cases in the General and Circuit Courts, provides effective guidance to staff on handling of assigned cases, assigns and rotates staff to assure that the difficulty and complexity of cases match the skill level of assigned attorney, sets objectives and performance standards which includes providing effective training, feedback and coaching, assures that staff is well trained, organized and well prepared for prosecuting assigned cases, and in complex cases approves recommendations of subordinate staff of when to prosecute, compromise, dismiss or retry;
- Serves as a working supervisor by handling an assigned caseload of criminal cases, including complex criminal cases, and performing the full array of prosecutorial duties including but limited to handling research and investigations, filing charges, trial preparations, arraignments, discovery, plea negotiations, preliminary hearings, pre-trial motions, trial proceedings, as well as post-trial motions, sentencing, appeals and writs appellate and appeal proceedings;
- Assists with the administration of office functions by managing a section within the Commonwealth Attorney's Office;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive knowledge and understanding of the rules of: professional conduct for attorneys, Virginia criminal law, criminal prosecution procedures, evidence, legal research, criminal investigations, interview methods and techniques, trial techniques and procedures, legal proceedings and courtroom procedures, legal theory, and appellate process; sound negotiating skills; organizes case data, evidence and research, accurately interprets and applies complex relevant legal principles and knowledge to cases; effectively prosecutes various types of cases, including complex criminal cases; establishes and maintains effective working and collaborative relationships with assigned staff as well as 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, and the general public; consistently exercises sound professional judgment and makes sound decisions and recommendations; excellent legal research and writing skills; demonstrates effective supervisory skills; exercises sound political savvy, discretion and tact.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals to complete job duties.
- **Interpersonal, Communication and Customer Service:** Excellent written and oral communication skills, consistently communicates clearly, accurately and in a timely manner with all assigned staff, department staff, and all other stakeholders engaged in criminal prosecution investigations, research, trial proceedings and appeals; excellent collaborative skills; works effectively independently and as part of an executive team as well as a prosecutorial team.
- **Decision-making and Authority:** Duly authorized to negotiate & engage in legal proceedings on behalf of the Commonwealth; oversees and approves the internal and outgoing work product of assigned staff .
- **Leadership:** Supervisory. Provides effective supervision to an assigned staff of prosecutors; provides advice and guidance to law enforcement officers, victims, defendants, and an array of stakeholders in the criminal prosecution and appeal proceedings; prepares or approves legal opinions prepared by assigned staff; performs administrative duties by writing memos, reviewing, approving and filing orders, petitions, pleadings, notices, interrogatories, briefs, etc.
- **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:** Seven (7) years of experience in the practice of law in a prosecutor's office;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various job-related locations.
- 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.