

## Assistant Attorney II/Commonwealth



### General Summary of Classification:

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 by the assignment of criminal cases that are typically tried in the higher courts, assignment of routine and more complex cases that require more difficult and higher level of court preparation/research, and fewer opportunities for appeal; routinely works independently on assigned cases seeking guidance as needed, general supervision is received from the Attorney for the Commonwealth, Chief Deputy Attorney or Deputy Attorney for the Commonwealth; 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.*

This is the second level of an approved career development plan (CDP).

Proficiently performs all the essential job duties of an Assistant Attorney I/Commonwealth in addition to the following:

- Prosecutes a wider variety of criminal cases, including misdemeanor and select lesser felony cases, of a more complex nature that are typically tried in a higher court and require more complex applications of legal precedents, research and investigations, 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;
- Collaborates with more senior attorneys to anticipate problems that could arise during trial to develop trial strategy;
- Provides assistance to or serves on a prosecutorial team led by a more senior attorney;
- Advises city and state law enforcement officials regarding investigation of law violations;
- Performs other duties as assigned.

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

- **Occupation-specific:** Thorough working knowledge and understanding of the rules of: professional conduct for attorneys, traffic law, 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 and recommendations; organizes case data, evidence and research, accurately interprets and applies relevant legal principles and knowledge to routine and moderately complex legal problems related to assigned cases; effectively prosecutes various types of cases, including more complex traffic and select lesser felony cases; 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, and the general public; consistently exercises sound professional judgment and makes sound decisions and recommendations; excellent legal research and writing skills; collaborates effectively and assists other prosecutors as assigned; demonstrates sound political savvy, discretion and tact.
- **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:** Two (2) years of experience in the practice of law in a prosecutor's office or as trial attorney;

**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.