



HANOVER COUNTY GOVERNMENT JOB DESCRIPTION
Assistant Commonwealth's Attorney I
(22030)

Department of Human Resources
PO Box 470
Hanover, VA 23069
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*Office of the Commonwealth's Attorney
(20)*

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General Description: This is an at-will position which serves at the will of the Commonwealth's Attorney. The position performs complex tasks in prosecuting felony and misdemeanor matters before Circuit, General District, and Domestic Relations Courts. While the following is a general description of the functions of this position, it should be noted that it is dependent upon the position holder to perform all necessary duties to accomplish the core goal of effectively prosecuting criminal cases, regardless of whether such duties are specifically enumerated.

Organization: The Assistant Commonwealth's Attorney I reports to the Commonwealth's Attorney and may provide leadership to support staff assigned to Courts and/or the Victim-Witness program. The incumbent functions as a liaison to various state and local law-enforcement agencies.

Essential Functions:

- Conducts legal training as needed.
- Prepares cases to be tried in court.
- Represents the Commonwealth in Circuit, District and/or Juvenile Court.
- Prepares briefs.
- Interviews parties related to cases.
- Conducts cases in court, including examinations, cross-examinations and summaries.
- Performs all necessary community outreach and educational duties.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
 - Field – Court – crime scene investigation and off-site interviews
- B. Physical Effort
 - Normal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of federal state and governmental law required. Knowledge of county laws/ordinances, preferred. Familiarity with appellate pleadings and procedures, essential. Must be able to establish and maintain effective working relationships with public officials, law enforcement, and the general public.

Education, Experience and Training: Juris Doctorate degree required with a minimum of two (2) years prosecuting cases preferred. Experience with drug and felony cases involving forensic analysis, preferred. – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Serves at the pleasure of the Hanover Commonwealth's Attorney
- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule
- VA State Bar, Member in good standing
- May work during adverse weather conditions when other county offices are closed