



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION
Assistant Commonwealth's Attorney - Senior
(22035)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
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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 pleasure 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 Senior Assistant Commonwealth's Attorney 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.
- Provides leadership to staff assigned to Court and/or special programs.
- Serves as liaison between various law enforcement agencies.
- May prepare reports and make presentations as needed.
- 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
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Considerable knowledge of federal, state and local criminal law and court procedures. Knowledge of law as it pertains to state and local government within the Commonwealth. Considerable skill in making legal decisions independently and without direction. Skill in negotiating and presenting legal arguments and in interpreting rules, regulations and statutes. Excellent oral and written communication skills. 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. Membership in good standing of Virginia State Bar, required. At least three (3) years experience as a prosecutor, one (1) of which must have been in a supervisory position. Any equivalent combination of experience and training is acceptable.

Special Conditions:

- Serves at the will 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