



## **Associate Commonwealth's Attorney #01855**

City of Virginia Beach – Job Description

Date of Last Revision: 03-02-2016

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 20

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform complex prosecutorial legal services for the Commonwealth.

### **Representative Work Functions and Responsibilities**

Prepare and research criminal cases involving complex issues of constitutional law, evidence, and trial strategy in all courts of the Commonwealth.

Advise city and state law enforcement officials regarding investigation of law violations.

Consult with city and state officials on a wide variety of problems having legal implications.

Advise Deputy Commonwealth's Attorney, Chief Deputy Commonwealth's Attorney or Commonwealth's Attorney of issues affecting performance of the office's mission.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Effectively prosecute a broad spectrum of cases, including research, witness interviews, negotiating with defense counsel, preparation of jury instructions and presentation of cases at trial; experienced with and knowledgeable of the Criminal Justice System; establish effective relationships with office personnel, judicial agencies, victims and witnesses, law enforcement officers and the public; and maintain accurate files, adequately documenting in writing major or significant actions taken and providing sufficient justification to support recommendations.

### **Minimum Qualifications**

Active membership in good standing in the Virginia State Bar; eligibility to practice law in the State of Virginia; admission to practice before the Court of Appeals of Virginia and the Supreme Court of Virginia; five (5) years as a criminal prosecutor, or four (4) years of experience as a criminal prosecutor and two (2) additional years of experience in the general practice of law.

**Preferred Qualifications**

Preferences May Include:

1. Completion of the Trial Advocacy I course offered by the National College of District Attorneys or the State of Virginia.
2. Completion of the National College of District Attorney's Career Prosecutor Course; or Northwestern University Short Course for Prosecutors, or their equivalent.
3. Completion of continuing education courses for prosecutors in one of the following areas: juvenile justice, economic crime, violent crime or narcotics crime.

**Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge

1. Knowledge of legal research methodology, to include automated in-house resources.
2. Knowledge of principles, practices and procedures of local and state law and court decisions.
3. Knowledge of principles, practices, and procedures for trial of capital cases.
4. Knowledge of principles, practices, and procedures of law, particularly criminal law and procedure.
5. Knowledge of the Code of Professional Responsibility for Attorneys.

B. Skills

1. Skill in assisting and teaching less experienced attorneys and legal interns.
2. Skill in assisting and teaching less experienced attorneys and/or legal interns as gained through inter-office programs and/or law enforcement agency training programs.
3. Skill in case evaluation.
4. Skill in preparing cases for trial, including interviewing witnesses.
5. Skill in preparing legal briefs and memoranda of law.
6. Skill in trial strategy.
7. Skill in trial tactics.

C. Abilities

1. Ability to effectively present demonstrative evidence.
2. Ability to establish and maintain effective working relationships with other city and state employees and the public.
3. Ability to express complex ideas orally and in writing.
4. Ability to prepare and present forensic evidence in court.
5. Ability to speak extemporaneously and persuasively.
6. Ability to utilize an investigative grand jury.

**Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or*

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires active work that involves walking, standing and lifting exerting up to 20 pounds of force on a regular and recurring basis and routine keyboard operations.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of legal methods, theories and analysis in the solution of complex legal issues. Requires continuous close attention for accurate results. Frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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