



Fluvanna County, Virginia  
Department of the Commonwealth's Attorney  
Job Description

**ASSISTANT COMMONWEALTH'S ATTORNEY**

<b>Job Class #:</b>	1750
<b>Pay Grade:</b>	26
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Commonwealth's Attorney

**SUMMARY**

Performs advanced professional legal work as a prosecutor for the County and the Commonwealth of Virginia. Work includes reviewing investigations, making charging decisions as delegated, preparing and prosecuting misdemeanor and felony cases, managing discovery and digital evidence, conducting legal research and writing, and working with law enforcement, victims, witnesses, court officials, and community partners. Work is performed under the general supervision of the Commonwealth's Attorney.

**ESSENTIAL FUNCTIONS**

**Serving as prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations, and Circuit Courts.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Regular, reliable attendance necessary.
- Prepares and presents misdemeanor and felony cases in the Juvenile and Domestic Relations, General District, and Circuit Courts.
- Reviews investigations, reports, and proposed charges with law enforcement personnel; makes charging decisions and recommendations as delegated.
- Prosecutes assigned cases originating from the Fluvanna Correctional Center for Women and other assigned criminal matters.
- Interviews and prepares law enforcement officers, victims, witnesses, and other individuals in preparing cases.
- Manages discovery obligations, including review, organization, disclosure, and handling of electronic and digital evidence.
- Prepares legal research and writing for criminal trials and hearings; prepares pleadings, motions, orders, discovery responses, bills of particulars, and related legal documents.
- Consults with Victim/Witness Coordinator concerning victims' rights issues.
- Negotiates with opposing counsel consistent with office policies and prosecutorial discretion.
- Participates in specialty dockets, SART, MDT, and similar coordinated response teams or proceedings as assigned.
- Provides assistance, guidance, and training to law enforcement, school officials, and community partners when required.
- Provides assistance to citizens and law enforcement officers.
- Performs related tasks as required.

<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES</b>			
<p>Thorough knowledge of modern principles and practices of criminal law, criminal procedure, rules of evidence, state laws, local ordinances, and court decisions applicable to criminal prosecution; thorough knowledge of legal research, legal writing, discovery obligations, and the investigation, preparation, negotiation, and presentation of cases for trial; ability to exercise sound prosecutorial judgment, manage a complex caseload, prioritize competing deadlines, and work under pressure; ability to communicate complex ideas effectively, orally and in writing; ability to conduct effective courtroom advocacy and negotiate appropriately with opposing counsel; ability to work independently and collaboratively; ability to maintain confidentiality and professional integrity; ability to establish and maintain effective working relationships with County and state officials, court officials, law enforcement personnel, members of the Bar, victims, witnesses, and the general public.</p>			
<b>ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING</b>			
<p><b>Required</b> Graduation from an accredited law school and active membership in good standing with the Virginia State Bar or eligibility to practice law in the Commonwealth of Virginia before appointment.</p> <p><b>Preferred</b> At least three (3) years of prosecutorial experience. Experience in criminal law, courtroom litigation, discovery management, digital evidence, specialty dockets, or work with law enforcement and victim/witness programs is preferred.</p>			
<b>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS</b>			
<p>This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.</p>			
<b>SPECIAL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Eligibility to practice law in the Commonwealth of Virginia, active Virginia State Bar membership or ability to obtain eligibility before appointment, and possession of any other qualifications as prescribed by state statute.</li> <li>• Must comply with all professional obligations applicable to prosecutors and attorneys practicing in Virginia.</li> </ul>			
<b>POST OFFER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Background Check</li> <li>• Reference verifications</li> <li>• Virginia State Bar membership/eligibility verification</li> <li>• Confidentiality Agreement</li> </ul>			
<b>Department Head Recommended:</b>	<b>Director of HR: Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>

