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| <b>Job Class Code: 0670</b>       | <b>FLSA Status: Exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 2</b>     |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to prosecute difficult felony and misdemeanor cases representing the Commonwealth of Virginia. The class is responsible for cases of responsibility. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Prosecutes crimes of felonies and misdemeanors representing the Commonwealth of Virginia.
- Prepares cases for trial by reading case files, interviewing witnesses, examining and accessing physical evidence, visiting crime scenes, conducting research, and determining case strategy.
- Subpoenas witnesses; schedules cases for trial; prepares and presents motions.
- Negotiates with defense counsel and witnesses regarding plea agreements; develops and presents plea agreements.
- Answers discovery responses; prepares jury instructions; prepares sentencing guidelines.
- Prepares and argues pre- and post-trial motions.
- Provides general legal information to citizens and public officials.
- Prepares and completes necessary paperwork for all aspects of cases.
- Attends staff meetings to exchange information.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations.   |
| <b>Interpersonal/People Involvement</b> | Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.  |
| <b>Reasoning Requirements</b>           | Performs work involving the application of principles of logical thinking and legal or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.                    |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.  |
| <b>Language Requirements</b>            | Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines.   |
| <b>Mental Requirements</b>              | Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a legal nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the discipline. |
| <b>Decisions/Supervisory Control</b>    | Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans or methodologies.   |

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires a juris doctorate.   |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of three years of related, full-time experience. |
| <b>Special Certifications and Licenses</b> | Requires a Commonwealth of Virginia Law License. Requires a valid driver's license in compliance with City driving standards.                 |

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*