

<b>Job Class Code: 0680</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff, prosecute felonies representing the Commonwealth of Virginia, and act for the Commonwealth Attorney in the Attorney’s absence. The class is responsible for staff supervision, training, case assignment, policy, and prosecuting of felonies. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Prosecutes felony cases representing the commonwealth of Virginia and/or City of Chesapeake.
- Trains, supervises, and counsels less experienced attorneys on matters involving criminal litigation.
- Reviews and assigns cases to staff attorneys.
- 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.
- Meets with police and other city officials and judicial officials; contacts other City agencies, and state and federal agencies for data and assistance.
- Negotiates with defense counsel and witnesses regarding plea agreements; develops and presents plea agreements.
- Researches and prepares briefs.
- Meets with Commonwealth Attorney and Chief Commonwealth Attorney to develop policy and procedures for the Attorney’s Office.
- Provides general legal information to citizens and public officials.
- Attends or conducts staff and other professional meetings to exchange information or provide legal counsel.
- Acts for the Commonwealth Attorney in the Attorney’s absence.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<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>	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
<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**

<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 six years of related, full-time equivalent 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.*