

<b>Job Class Code: 0686</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the classification is to perform a variety of complex professional legal work, legal research and legal consultation for Circuit Court judicial officers and staff. This class is responsible for legal services and works under general supervision of the Chief Staff Attorney.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• Performs legal research on a wide variety of issues and presents findings to Circuit Court Judges.</li> <li>• Write bench briefs, memoranda and case summaries for presentation to the Circuit Court Judges.</li> <li>• Drafts formal legal opinions and court orders for review by the Chief Staff Attorney prior to presentation to the Circuit Court judges.</li> <li>• Schedules cases on the Court's weekly motion docket.</li> <li>• Reviews a variety of orders, petitions and motions submitted to the Judges to ensure that they comply with the statutory and other legal requirements.</li> <li>• Prepares and reviews proposed responses to correspondence received by the Judges and the Clerk of Court.</li> <li>• Attends Court hearings and provides support to judges as required.</li> <li>• Serves as liaison between attorneys and judges.</li> <li>• Provides guidance to support staff and interns.</li> <li>• Performs related task as required.</li> </ul>
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**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise.
<b>Reasoning Requirements</b>	Negotiates and exchanges ideas, information, and opinions with others to independently arrive at decisions, conclusions or solutions.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
<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; writes extremely complex papers and reports.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Extensive knowledge of principles, practices and procedures of local and state law and broad overview of fields of law that are regularly involved in a Virginia circuit court. Knowledge of the principles of legal writing and legal research sources and methodology.
<b>Skills</b>	Skill in analyzing pleadings, briefs/memoranda and orders for correctness, accuracy and compliance with Virginia law; preparing legal memoranda and letters of opinions; and working effectively with staff and members of the public. Skill in computerized legal research.
<b>Abilities</b>	Ability to work with little or no supervision, communicate and express complex ideas and

analysis both orally and in writing, establish and maintain effective working relationships with office staff, the Clerk's Office , judges and the public and to handle stressful situations and to exercise discretion and tact in dealing with matters before the court.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a juris doctorate degree.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of attorney-level legal experience.
<b>Special Certifications and Licenses</b>	Requires a Commonwealth of Virginia Law License.

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