

Job Class Code: 0650	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to prosecute felonies and misdemeanors. The class is responsible for felonies and misdemeanors committed in the City of Chesapeake. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Performs trial work, appearing in court to prosecute felonies and misdemeanors committed in the City of Chesapeake. • Reads and prepares case files; plans case strategy; performs legal research; interviews witnesses and victims. • Consults with police officers to gather information regarding cases and to substantiate existing information; organizes, analyzes, examines, and evaluates compiled data. • Negotiates with Defense Counsel to bring cases to speedy, agreeable conclusions. • Provides legal advice to the general public. • Answers discovery responses; prepares and answers pre-trial motions; prepares sentencing guidelines. • Subpoenas witnesses for court appearances; writes and prepares research briefs. • Prepares and completes necessary paperwork for all aspects of cases. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use descriptive statistics or mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
Mental Requirements	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.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a juris doctorate.
Experience	None
Special Certifications and Licenses	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.