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| Job Class Code: 0660 | FLSA Status: Exempt |
| Pay Basis: Salary (Annual) | EEO Category: 2 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform difficult and responsible administrative work in the rendering of legal services for the City of Chesapeake. The class is responsible for legal services and works under general supervision.

| TYPICAL TASKS |
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| <ul style="list-style-type: none"> • Prosecutes crimes of felonies and misdemeanors in court representing the Commonwealth of Virginia. • Prepares cases for trial by conducting research, interviewing witnesses, and examining law and evidence. • Handles preliminary and transfer hearings. • Handles adjudicatory hearings in Circuit and Juvenile Courts. • Researches and prepares appeal briefs. • Prosecutes welfare fraud cases. • Prepares and presents motions. • Negotiates with attorneys and witnesses regarding plea agreements. • Develops plea agreements and makes recommendations to court regarding disposition of cases. • Prepares jury instructions. • Provides general legal information to citizens and public officials. • Performs related tasks as required. |

| GENERAL STANDARDS | |
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| Data Involvement | Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope. |
| Interpersonal/People Involvement | Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise. |
| 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 descriptive statistics. |
| Language Requirements | 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. |
| 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, applies creativity and resourcefulness in the analysis and solution of complex problems. |
| 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 | |
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| Vocational/Educational Requirement | Requires a juris doctorate. |
| Experience | In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience. |
| 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.