

Job Class Code: 0695	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform complex professional legal services and to serve in the absence of the Commonwealth Attorney. The class performs work under general supervision and exercises supervision over subordinate legal professional staff.

TYPICAL TASKS

- Meets daily with the Commonwealth Attorney regarding function of office and pending major cases and investigations.
- Serves as the point of contact with the Attorney General’s Office and all other CWA offices throughout the state regarding any conflict of interest within the Chesapeake office and case reassignment to another jurisdiction and case assignments within the Chesapeake CWA office on cases from other jurisdictions.
- Supervises lawyers handling cases from other jurisdictions.
- Serves as Special United States Attorney so that cases may be prosecuted in the Federal Courts if justice so requires and acts as liaison to the US Attorney’s Office and federal law enforcement agencies.
- Attends meetings with CWA regarding serious and difficult cases with various law enforcement agencies to advise and counsel FBI, State, Police, Chesapeake Police, Chesapeake Sheriff’s Office and any other law enforcement agency during investigations before and during prosecution and for policy points.
- Acts in the Commonwealth Attorney’s absence.
- Supervises directly two Deputy Commonwealth Attorneys and indirectly supervises other office staff.
- Mentors other lawyers in trial and case management and handles the most complex of trials.
- Serves as director of training for the office helping to maintain training standards for all attorneys as well as support staff in both existing and in new and developing areas.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Directs or commands others by issuing orders and instructions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, or professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads and interprets highly complex scientific, medical, or professional materials involving abstract theories and concepts; speaks before scientific, professional, and civic groups.
Mental Requirements	Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a professional, fiscal, legal, or managerial nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the discipline.
Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a juris doctorate.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six 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.