

Job Class Code: 0696	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

This elected official oversees and manages complex legal and criminal matters for the City. The job classification is responsible for supervising staff, prosecuting serious crimes, budgeting, administration, legal processes, and reporting. The job classification formulates long range goals, develops policy, evaluates operations, and coordinates with City and State officials.

TYPICAL TASKS

- Oversees the operations of the office of the Commonwealth's Attorney (CWA).
- Develops goals, objectives, policy, and procedures.
- Supervises staff including establishing staffing standards, assigning and evaluating work, counseling, and administering disciplining.
- Serves as the point of contact with all other CWA offices throughout the State regarding any conflict of interest within the Chesapeake office and case reassignment to another jurisdiction as well as case assignments within the Chesapeake CWA office on cases from other jurisdictions.
- Attends meetings 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.
- Mentors other lawyers in trial and case management and handles the most complex trials.
- Ensures appropriate training standards are met for all attorneys as well as support staff.
- Oversees administrative matters such as developing budgets, administering expenditures, preparing routine or special reports.
- Performs other related duties as needed and/or mandated by the Code of Virginia.

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 professional materials involving abstract theories and concepts; speaks before 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 degree.
Experience	Officials elected for this position typically possess experience sufficient to effectively perform the complex duties of the job.
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.