

Job Class Code: 0687	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the classification is to perform a variety of complex professional legal work, legal research and legal consultation and to coordinate, schedule, and organize staff and legal services for the Circuit Court. This class is responsible for legal services and works under general supervision.

TYPICAL TASKS

<ul style="list-style-type: none"> • Perform legal research on a wide variety of issues and presents findings to the Circuit Court Judges. • Write bench briefs, memoranda and case summaries for presentation to the Circuit Court Judges. • Supervises and train Staff Attorney, Law Clerks, Interns and other staff. • Schedule and prepare the Court’s weekly motion docket and assign cases. • Draft formal legal opinions and court orders for the Circuit Court judges. • Review a variety of orders, petitions and motions submitted to the Judges to ensure that they comply with the statutory and other legal requirements. • Prepare and review proposed responses to correspondence received by the Judges and the Clerk of Court. • Attend Court hearings and provides support to judges as required. • Assist in development and implementation of court policy and procedure changes. • Attend monthly meeting with judges and related department heads. • Serve as liaison between attorneys and judges. • Coordinate and supervise summer volunteer internship program.

GENERAL STANDARDS

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 principles of logical thinking and legal or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percent.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely difficult papers and reports.
Mental Requirements	Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a legal nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the discipline.
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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Thorough knowledge of modern principles and practices of law and of the State laws and court decisions applicable to criminal prosecution. Thorough knowledge of legal research process. Thorough knowledge of legal office procedures, practices and methods.
Skills	Skill in analyzing pleadings, briefs/memoranda and orders for correctness, accuracy and compliance with Virginia law. Skill in preparing legal memoranda and letters of opinion. Skill in working effectively with staff and members of the public.
Abilities	Ability to plan and direct the work of others. Ability to communicate complex ideas effectively, both orally and in writing. Ability to establish and maintain effective working relationships with court officials, attorneys, subordinate employees, government agencies and the general public. Ability to handle difficult trial and appellate litigation.

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 three years of attorney-level legal experience.
Special Certifications and Licenses	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.