

Assistant Commonwealth Attorney - The County of Greene is seeking a Full Time Assistant Commonwealth Attorney. Responsibilities will include prosecution of misdemeanor and felony crimes in the Greene County courts. Applicants must be licensed to practice law in the Commonwealth of Virginia. Experience as a criminal trial attorney preferred. Please submit a letter of interest and resume to the Commonwealth's Attorney's Office via email at econsolvo@gcva.us. Open until filled. EEO, AA, M/F/H/V employer.

Assistant Commonwealth's Attorney

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work preparing and prosecuting cases, providing legal assistance and advice to law enforcement officers and complainants, conducting legal research, preparing pleadings and briefs, and related work as apparent or assigned. Work is performed under the limited supervision of the Commonwealth's Attorney. Occasional supervision is exercised over assigned personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Prepares and presents cases in the Juvenile and Domestic Relations Court, General District Court and Circuit Court. Tries criminal and civil offenses brought under County and state statutes.

Interviews law enforcement officers, victims, witnesses, probation officers and other individuals in preparing cases.

Conducts comprehensive research projects in preparing for trials.

Reviews and processes necessary paperwork in preparing for trials including docket preparation, reviewing law enforcement reports, photographs and exhibits, securing criminal and traffic records and documentation of prior convictions, etc.

Provides assistance and responds to questions from citizens and law enforcement officers; provides training and advice on investigations to law enforcement personnel.

Proposes plea agreements with specific terms and conditions of sentencing appropriate to the assigned case.

Conducts jury trials by determining appropriate jury instructions, examining witnesses at trial, and arguing matters at trial as lead counsel.

Knowledge, Skills and Abilities

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 and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and State officials, court officials and the general public.

Education and Experience

Juris Doctorate and moderate experience as a practicing attorney, some of which shall have been in the practice of criminal law, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Eligibility to practice law in the Commonwealth of Virginia and possession of all other qualifications as prescribed by State Statute.

Virginia State Bar license.

Valid driver's license in the Commonwealth of Virginia.