

Commonwealth's Attorney's Office - Assistant Commonwealth's Attorney

The Greene County Commonwealth's Attorney has an opening for a full-time Assistant Commonwealth's Attorney. Responsibilities will include prosecution of misdemeanor and felony crimes in all three of Greene County's courts. Applicants must be licensed to practice law in the Commonwealth of Virginia, and must be able to demonstrate exceptional writing and legal research ability. Prior experience as a prosecutor, judicial clerk, or magistrate preferred but not required. Pay commensurate with experience. Please submit a letter of interest and resume to the Commonwealth's Attorney by email to MHardin@gcva.us no later than 5:00 p.m. on May 8, 2018. Equal Opportunity Employer.

Job Description:

GENERAL DEFINITION OF WORK:

The Assistant Commonwealth's Attorney has supervisory and administrative duties and is responsible for all duties of the elected Commonwealth's Attorney whenever the Commonwealth's Attorney is unavailable to perform those duties. The attorney represents the Commonwealth of Virginia in all criminal matters pending before the Greene County Juvenile and Domestic Relations District Court, the Greene County General District Court and the Greene County Circuit Court. On occasion the attorney will act as special prosecutor in other jurisdictions within the Commonwealth of Virginia.

ESSENTIAL FUNCTIONS:

- Prosecute felony bench and jury trials of all degrees and misdemeanor appeals before the Circuit Court
- Prosecute felony preliminary hearings before the General District Court
- Prosecute misdemeanor cases before the General District Court
- Prosecute misdemeanor cases before the Juvenile and Domestic Relations District Court
- Prosecute felony preliminary hearings before the Juvenile and Domestic Relations District Court
- Write briefs and Memoranda on Motions Filed in the Circuit Court
- Argue Suppression Motions and other Motions before the Circuit and General District Courts
- Prepare Appellate Briefs for use by the Commonwealth in the Virginia Court of Appeals and the Supreme Court of Virginia
- Advise law enforcement on all legal matters involving the investigation and prosecution of criminal conduct
- Develop and Deliver formal training on Virginia laws and the United States Constitution for law enforcement
- Advise and work with governmental agencies and the public in coordinated efforts to ensure and enhance crime prevention and public safety
- Make relevant presentations to community groups on law enforcement
- Monitor personnel needs and performance and makes recommendations where necessary
- Direct supervision of all appellate briefs
- Performs related work as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of Virginia criminal and traffic laws, Virginia criminal procedures, Virginia and Federal constitutional issues, as well as local rules of court and trial practice. Ability to perform intricate and rapid legal research, and to prepare legal briefs to trial and appellate courts. Ability to communicate

effectively with law enforcement personnel, expert witnesses, lay witnesses, and victim witnesses. Ability to prepare and present complex cases before a trial court in a short period of time. Comprehensive working knowledge of efficient office procedures, and the ability to establish and maintain constructive, effective and professional relationships with fellow attorneys, public officials, judicial officers and the public. Ability to present ideas and provide counsel effectively in writing and orally to professionals and lay persons. Ability to manage a large caseload. Knowledge of computerized word processing, email communications and electronic case management system.

EDUCATION AND EXPERIENCE:

Undergraduate degree from an accredited college or university. Graduation from an accredited law school or completion of all necessary requirements in legal education program after having read Virginia law. Must be an active member in good standing with the Virginia State Bar and hold a license in good standing from the Virginia Supreme Court. A minimum of one year of previous experience as prosecutor, criminal defense attorney, or judicial clerk.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Work is typically performed in an office or courtroom setting. Occasional requirement to visit major crime scene. Second-line contact with witnesses and defendants, who on occasion are rude, hostile and angry. Occasional exposure to evidence and human bodily fluids that may be contaminated. Considerable skill in tact and diplomacy is necessary. Daily contact is made with, judges of the Sixteenth Judicial Circuit, clerks of court, law enforcement officers, other legal professionals, the general public in person, by telephone and by written communications. Considerable skill in diplomacy, tact and persuasion is necessary.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.