



**GLOUCESTER COUNTY**  
invites applications for the position of:

# **Assistant Commonwealth Attorney I**

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**SALARY:** \$65,971 +/- DOQ

**OPENING DATE:** 4/30/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Gloucester County is seeking a dynamic professional to perform legal work representing the Commonwealth in court. Manages caseload, prepares, researches, and prosecutes assigned cases. In addition, experienced prosecutors conduct special investigations and provide legal advice to law enforcement personnel regarding investigations. Work involves considerable public contact and requires independent judgment, initiative, tact and courtesy in various phases of work. This position is grant funded and reports to the Commonwealth's Attorney.

**Required Knowledge, Skills, and Abilities:**

Broad knowledge of Virginia law pertaining to the operations, authorities and responsibilities of the office of the Commonwealth's Attorney, of the principles and procedures of civil law and criminal law, of statutory provisions applying to rules of order, and of legal research and investigation methodology, judicial procedure, and rules of evidence.

Skilled in criminal prosecution and legal writing.

Ability to interpret and apply laws and court decisions, and to use legal source material in technical research.

Ability to effectively express ideas orally and in writing, and to prepare correspondence, court orders, indictments, legal briefs, jury instructions, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to speak before groups of people with poise, voice control and confidence.

**Qualifications:**

Graduation from an accredited school of law; active member of the Virginia State Bar in good standing.

Acceptable qualifications include 6 months to 3 years experience in the practice of law with a concentration in civil, criminal, administrative or governmental law; or recent law school graduate; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Preferred qualifications include Minimum of 3 years experience as an Assistant Commonwealth's Attorney with completion of specialized training in addition to maintaining required CLE credits.

**Special Requirements:**

To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. A cover letter, current writing sample and resume must also be submitted with the online application for consideration.

For a complete job description and to apply online, visit our website at: [www.gloucestervera.info](http://www.gloucestervera.info).

*Gloucester County is an Equal Opportunity Employer*