



GLOUCESTER COUNTY
invites applications for the position of:

Assistant Commonwealth Attorney I

SALARY: \$68,833 +/- DOQ

OPENING DATE: 7/1/2021

CLOSING DATE: Open Until Filled

Description:

Gloucester County is seeking a dynamic professional to perform legal work representing the Commonwealth in court. Prepares and prosecutes cases primarily in all local trial courts. Generally, works independently with supervision as needed. Work consists of case law research, preparation of legal briefs and motions, interviewing and preparing witnesses, and providing legal advice and expertise to law enforcement and other agencies during investigations. Completes work within the framework and mandates of any grant funding this position. Work involves considerable public contact. Employee must exercise independent judgment, initiative, tact and courtesy in various phases of work. Reports to the Commonwealth's Attorney.

This position is grant funded. In the event that grant funding is not sufficient to cover costs associated with this position, this position may be modified to conform to available grant funding or otherwise be eliminated.

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, to use legal source material in technical research, and 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.

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.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer