



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

# **Chief Deputy Commonwealth Attorney**

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**SALARY:** \$97,974 +/- DOQ

**OPENING DATE:** 7/16/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Under minimal supervision, performs professional and supervisory work for the Commonwealth's Attorney. Supervises and trains attorneys and support staff, manages master dockets, handles grand jury proceedings, conducts special investigations and provides legal advice to law enforcement personnel regarding investigations. Prepares, researches, and prosecutes the more difficult and complex cases in all courts. Serves as second in command to the Commonwealth's Attorney and carries out all duties of the office in his/her absence. 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.

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

Advanced knowledge of Virginia law pertaining to the operations, authorities and responsibilities of the office of the Commonwealth's Attorney, of the modern 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.

Advanced knowledge of legal research and the investigation, preparation and presentation of cases to trial.

Advanced knowledge of Virginia sentencing guidelines and the preparation of recommended sentencing guidelines.

Thorough knowledge of legal office procedures, practices and methods.

Skilled in criminal prosecution and legal writing.

**Qualifications:**

Juris Doctor Degree from an accredited school of law.

Seven(7) to ten (10) years of experience as a prosecutor with extensive training in the prosecution of child abuse, narcotics, homicide, violent and sexual assaults and traffic matters.

Three(3) years of supervisory and office management experience.

**Special Requirements:**

Must be an active member, in good standing, of the Virginia State Bar.

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*