



## **ASSISTANT COMMONWEALTH ATTORNEY I OR II (CD)**

**The Hanover County Commonwealth's Attorney's Office is seeking a dynamic attorney to join our growing team. Our attorneys practice in state-of-the-art courtrooms in Hanover's stunning new courthouse. Along with a competitive salary and benefits package and a generous holiday schedule, Hanover County offers a career ladder for advancement. Telework opportunities and front-loaded paid leave included. The successful candidate will be a team player who excels in a structured environment.**

**General Description:** This is an at-will position which serves at the will of the Commonwealth's Attorney. The position performs complex tasks in prosecuting felony and misdemeanor matters before Circuit, General District, and Domestic Relations Courts. While the following is a general description of the functions of this position, it should be noted that it is dependent upon the position holder to perform all necessary duties to accomplish the core goal of effectively prosecuting criminal cases, regardless of whether such duties are specifically enumerated.

### **Essential Functions - Assistant Commonwealth's Attorney I**

- Prepares and conducts trials in Circuit, General District and Juvenile Courts on behalf of Commonwealth, Hanover County and Town of Ashland.
- Meets with law enforcement and civilian witnesses to review testimony.
- Performs legal research and prepares briefs, motions, and responses.
- Conducts legal training for law enforcement agencies.

### **Essential Functions - Assistant Commonwealth's Attorney II**

- Prepares and conducts trials in Circuit, General District and Juvenile Courts on behalf of Commonwealth, Hanover County and Town of Ashland.
- Meets with law enforcement and civilian witnesses to review testimony.
- Performs legal research and prepares briefs, motions, and responses.
- Conducts legal training for law enforcement agencies.
- Trains support staff and Assistant Commonwealth's Attorney I.
- May serve as direct contact for law enforcement in specific area of criminal offenses, e.g. vice, animal control, serious traffic.
- Assigned specific criminal cases of complex nature.

Hiring range is \$73,000 - \$100,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) (804) 365-6075.