



Gloucester County
Assistant Commonwealth Attorney III

SALARY	\$90,763.00 Annually	LOCATION	Gloucester, VA
JOB TYPE	Full-Time	JOB NUMBER	01162024-02
DEPARTMENT	COMMONWEALTH ATTORNEY	OPENING DATE	01/16/2024

Description

Gloucester County Commonwealth Attorney's Office is seeking an Assistant Commonwealth Attorney III to complete their Team!

Under general supervision, the Assistant Commonwealth Attorney III performs professional work representing the Commonwealth in court. Prepares and prosecutes cases in all courts, including complex felony cases. 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. Conducts special investigations, as necessary. Work involves considerable public contact. Employee must exercise independent judgment, initiative, tact, and courtesy in various phases of work.

This position reports to the Commonwealth's Attorney and/or the Deputy Commonwealth's Attorney.

Job Highlights

- Serves as prosecutor for the Commonwealth.
- Performs legal research to support cases being prosecuted.
- Provides legal advice and expertise to law enforcement agencies during investigations.
- Conducts special investigations.
- Establishes and maintains case files and other documentation.
- Provides and coordinates on-going legal training to law enforcement on issues involving updates on legislative changes, in-court preparation, DUIs, drug cases, search and seizure, and any other relevant legal issues.
- Serves as prosecutor for the Commonwealth in specialized areas of law including but not limited to handling firearms restoration cases and concealed weapons permits.
- Mentors Assistant Commonwealth's Attorneys and reviews plea offers, pre-trial preparation, and observes trials and preliminary hearings and guides and teaches Assistant Commonwealth's Attorneys under the direction of the Commonwealth's Attorneys and Deputy Commonwealth's Attorney.
- Serves as prosecutor for the Commonwealth in specialized areas of law including but not limited to handling firearms restoration cases and concealed weapons permits.
- Performs other duties as assigned.

For a complete job description: [Assistant Commonwealth Attorney III \(Download PDF reader\)](#)

Qualifications

- Juris Doctor Degree from an accredited school of law.
- Minimum of eight (8) years of practice as an Assistant Commonwealth's Attorney or equivalent experience.

Special Requirements

- Must be an active member, in good standing, of the Virginia State Bar.
- Participation and completion of specialized training in addition to maintaining required CLE credits.

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.



Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace

OUR Community: Gloucester County

Agency

Gloucester County

Address

6489 Main Street

Gloucester, Virginia, 23061

Phone

(804) 693-5690

Website

<http://www.gloucesterva.jobs>

Assistant Commonwealth Attorney III Supplemental Questionnaire

*QUESTION 1

Do you possess a Juris Doctor Degree from an accredited school of law?

- Yes
 No

*QUESTION 2

**Do you have a minimum of eight (8) years of practice or equivalent experience as an Assistant Commonwealth Attorney?
If so, please explain.**

*QUESTION 3

Are you an active member, in good standing, of the Virginia State Bar?

- Yes
 No

* Required Question