ASSISTANT COMMONWEALTH ATTORNEY (CD)

Hiring Range: $80,783.00 - $132,612.00 Annually

The Hanover County Commonwealth's Attorney's Office is seeking a dynamic attorney to join our team. Our attorneys practice in state-of-the-art courtrooms in Hanover's stunning courthouse. Along with a competitive salary and benefits package and a generous holiday schedule, Hanover County offers a career ladder for advancement. Flexible scheduling with occasional 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 the 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.

Organization: The Assistant Commonwealth's Attorney position is part of Hanover County's Career Development Program (CD). The Assistant Commonwealth's Attorney Ladder has four (4) levels ranging from Assistant Commonwealth's Attorney I to Senior Assistant Commonwealth's Attorney.

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.

Essential Functions - Assistant Commonwealth's Attorney III or IV

- 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.
- Has supervisory capacity over other Assistant Commonwealth's Attorneys in specific court or area of criminal law.
- Trains Assistant Commonwealth's Attorney I and II and support staff.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.