

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4306

**TITLE:** CHIEF DEPUTY COMMONWEALTH'S ATTORNEY

**GRADE:** S-35

**DEFINITION:**

Under direction, assists the Commonwealth's Attorney in supervising the staff of attorneys, prosecutes major felony cases under the laws of the Commonwealth of Virginia and Fairfax County, advises law enforcement agencies in issues arising in the investigation and prosecution of such laws; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Chief Deputy Commonwealth's Attorney is distinguished from the Deputy Commonwealth's Attorney in that the Chief Deputy assists the Commonwealth's Attorney in supervising the staff of attorneys, prosecutes major felonies and advises law enforcement agencies in issues arising in the investigation and prosecution of such laws; whereas the Deputy Commonwealth's Attorney prosecutes major felony cases, advises law enforcement agencies in issues arising in the investigation and prosecution of such laws, and serves as the Commonwealth's Attorney liaison to other Commonwealth and County organizations.

**ILLUSTRATIVE DUTIES:**

Represents the Commonwealth of Virginia in prosecutions of violations of criminal law;  
Prosecutes major felony cases in Circuit Court jury and bench trials, specializing in the most serious cases;  
Assigns all felony cases to individual attorneys;  
Conducts performance evaluations of the attorneys;  
Advises and supervises lower level attorneys in case preparation and trial performance;  
Conducts meetings and training sessions for the attorneys;  
Monitors the staffing of courtrooms and dockets on a daily basis;  
Advises the Commonwealth's Attorney in personnel matters;  
Reviews search warrants, affidavits and court orders submitted by law enforcement for the obtaining of evidence related to criminal cases;  
Advises residents of Fairfax County on issues relating to criminal law violations in the community and court procedure;  
Advises County and State law enforcement officials regarding the investigation of criminal violations and trial preparation;  
Represents the Office of the Commonwealth's Attorney in meetings with the judiciary, court personnel, police departments, defense bar, and citizens of Fairfax County;  
Consults with department heads and others on a wide variety of County problems having legal implications;  
Conducts legal research and prepares briefs, ordinances and opinions as requested;  
Acts for the Commonwealth's Attorney during his absence.

**CLASS CODE:** 4306

**TITLE:** CHIEF DEPUTY COMMONWEALTH'S ATTORNEY

**GRADE:** S-35

Page 2

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles of law and their application;

Knowledge of trial procedure and the rules of evidence;

Thorough knowledge of all facets of criminal law; including trial practice, motion practice, and appellate practice;

Knowledge of the criminal laws under the Code of Virginia and Fairfax County Code and the court decisions affecting the prosecution of those laws;

Ability to effectively and efficiently prosecute all major felonies;

Knowledge of legal research methods;

Ability to advise, supervise and review the work of subordinates and lower level attorneys in all aspects of case preparation and trial performance;

Ability to manage all office personnel and schedule personnel in an efficient and fiscally responsible manner;

Ability to present statements of fact, law and argument clearly and logically;

Ability to interview victims, witnesses and law enforcement to obtain the necessary information to prosecute criminal cases;

Ability to maintain an effective working relationship with associates, law enforcement officials, the judiciary and the general public;

Ability to represent the Office of the Commonwealth's Attorney in meetings with the judiciary, court personnel, police departments, defense bar, and citizens of Fairfax County.

**EMPLOYMENT STANDARDS:**

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

Any combination of education, training and experience equivalent to:

Graduation from an accredited law school; PLUS

Five years of experience as an attorney in the practice of criminal law.

**CERTIFICATIONS AND LICENSES REQUIRED:**

License to practice law in the Commonwealth of Virginia.

REVISED/RETITLED: April 18, 2008  
REFORMATTED/REVISED: December 3, 2007