

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

**CLASS CODE:** 4308

**TITLE:** SENIOR ASSISTANT COMMONWEALTH'S ATTORNEY

**GRADE:** S-33

**DEFINITION:**

Under direction, prosecutes misdemeanors and 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, OR serves as a subject matter expert and point of contact for a specialized area of criminal prosecution; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Senior Assistant Commonwealth's Attorney is distinguished from the Deputy Commonwealth's Attorney in that the Senior Assistant Commonwealth's Attorney prosecutes misdemeanors and major felony cases OR serves as a subject matter expert and point of contact for a specialized area of criminal prosecution; whereas the Deputy Commonwealth's Attorney prosecutes major felony cases and serves as the Commonwealth's Attorney representative/liaison to other Commonwealth and County organizations. The Senior Assistant Commonwealth's Attorney is distinguished from the Assistant Commonwealth's Attorney III in that the Assistant Commonwealth's Attorney III prosecutes traffic offenses, misdemeanors and the mid-level felonies.

**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;  
Acts as a subject matter expert for other attorneys and law enforcement personnel on a specialized area of law;  
Attends training in area of specialization;  
Conducts training for lower level attorneys in area of specialization;  
Conducts legal research and composes briefs in opposition to constitutional motions and petitions for appeal;  
Advises and supervises lower level attorneys in case preparation and trial performance;  
Advises County and State law enforcement officials concerning the investigation of criminal violations and trial preparation;  
Reviews search warrants, affidavits, and court orders submitted by law enforcement for obtaining of evidence related to criminal cases;  
Advises citizens of Fairfax County on issues relating to criminal law violations in the community and court procedure.

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**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;

Knowledge of legal research methods;

Ability to effectively and efficiently prosecute all major felonies;

Thorough knowledge of a specialized area of criminal prosecution;

Ability to train and advise lower level attorneys and law enforcement personnel in a specialized area of criminal prosecution;

Ability to supervise and instruct lower level attorneys in general aspects of case preparation and trial performance;

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.

**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

Three years of experience as a practicing attorney.

**CERTIFICATIONS AND LICENSES REQUIRED:**

License to practice law in the Commonwealth of Virginia.

REVISED/RETITLED: April 18, 2008