

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4312

TITLE: ASSISTANT COMMONWEALTH'S ATTORNEY II

GRADE: S-28

DEFINITION:

Under supervision, prosecutes traffic offenses, misdemeanors, and low-level 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:

The Assistant Commonwealth's Attorney II is distinguished from the Assistant Commonwealth's Attorney III in that the Assistant Commonwealth's Attorney II prosecutes traffic offenses and misdemeanors and low-level felony cases; whereas the Assistant Commonwealth's Attorney III prosecutes traffic offenses, misdemeanors and mid-level felony cases. The Assistant Commonwealth's Attorney II is distinguished from the Assistant Commonwealth's Attorney I in that the Assistant Commonwealth's Attorney I prosecutes traffic offenses and misdemeanors; whereas the Assistant Commonwealth's Attorney II prosecutes traffic offenses, misdemeanors and low-level felony cases.

ILLUSTRATIVE DUTIES:

Represents the Commonwealth of Virginia in prosecutions of violations of criminal law;
Appears in General District Court and Juvenile and Domestic Relations Court to prosecute criminal misdemeanors and traffic offenses;
Appears in Circuit Court to prosecute the appeal of misdemeanor offenses in jury and bench trials;
Appears in Circuit Court to prosecute felony offenses in jury and bench trials;
Conducts legal research and writes memoranda regarding updates in the law and new issues arising in the prosecution of certain laws;
Assists higher level attorneys with legal research and writing on constitutional motions and appeal briefs;
Drafts correspondence on legal matters;
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 the 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of law and their application;
Knowledge of trial procedure and the rules of evidence;
Knowledge of legal research methods;

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Page 2

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

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 cases;

Ability to maintain effective working relationships with associates, law enforcement, 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

One year of experience as a practicing attorney.

CERTIFICATIONS AND LICENSES REQUIRED:

License to practice law in the Commonwealth of Virginia.

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