

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4314

TITLE: ASSISTANT COMMONWEALTH ATTORNEY I

GRADE: S-23

DEFINITION:

Under supervision, prepares and presents civil and criminal cases; provides legal counsel to operating departments; and to perform related work as required.

ILLUSTRATIVE DUTIES:

Prepares and tries civil and criminal cases;

Advises law enforcement officials regarding the investigation of law violations;

Interviews witnesses;

Prepares and files complaints;

Consults with department heads and others on a variety of County problems having legal implications;

Conducts legal research and prepares briefs, ordinances and opinions as requested;

Drafts necessary legal documents;

Locates witnesses and defendants;

Represents the County in hearings;

Dictates letters, legal instruments and complaints.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of civil and criminal law;

Knowledge of trial procedures and the rules of evidence;

Knowledge of legal research methods;

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

Ability to evaluate people and obtain information through interrogations.

EMPLOYMENT STANDARDS:

Graduation from an accredited law school and membership in the Virginia Commonwealth Bar.

REFORMATTED/REVISED: December 3, 2007