

# BEDFORD COUNTY

## ASSISTANT COMMONWEALTH'S ATTORNEY

Applications are being accepted for the position of Assistant Commonwealth's Attorney to work in the Commonwealth Attorney's Office located in the Bedford County Courthouse, 123 East Main Street, Bedford, Virginia. The candidate for this position will perform difficult professional work as prosecutor for the county, city and the state. Typical duties include: service as a prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations, and Circuit Courts. Candidate should have a thorough knowledge of modern principles and practices of law, and of the state laws, and court decisions applicable to criminal prosecution. Candidate should have a combination of education and experience equivalent to graduation from an accredited law school, and considerable experience as a practicing attorney. Special requirements: eligibility to practice law in the Commonwealth of Virginia, and possession of any other qualifications as prescribed by state statute. The starting salary will commensurate with experience. Benefits include: life, medical, dental and vision insurance, flexible spending plan, retirement, direct deposit, paid holidays, vacation and sick leave.

Applications and job descriptions are available on our website: [www.bedfordcountyva.gov](http://www.bedfordcountyva.gov) and are also available from the Bedford County Human Resources Department. **Completed applications should be returned to Krista Calhoun, 123 East Main St. Suite 302 Bedford, VA 24523, (540) 586-7628. Applications will be accepted until November 6 at 5pm.** Only interviewed candidates will be notified when position is filled. EOE, ADA

## ASSISTANT COMMONWEALTH'S ATTORNEY - 2780

### **GENERAL DEFINITION OF WORK:**

Performs difficult professional work as prosecutor for the County and State; does related work as required. Work is performed under general supervision. Supervision is exercised over clerical staff.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations and Circuit Courts.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares and presents cases in the Juvenile and Domestic Relations Court, General District Court and Circuit Court.
- Substitutes for the Commonwealth's Attorney's General District and Circuit Court as required.
- Tries criminal and civil offenses brought under County and State Statutes.
- Reviews cases and charges with law enforcement personnel.
- Interviews police officers, victims, witnesses and other individuals in preparing cases.
- Prepares legal research and writing for issues anticipated in criminal trials; prepares discovery responses and bill of particular responses.
- Provides assistance to citizens and law enforcement officers.
- Negotiates with opposing counsel; assists colleagues.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern principles and practices of law and of the state laws and court decisions applicable to criminal prosecution; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and state officials, court officials, members of the Bar and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited law school and considerable experience as a practicing attorney.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia and possession of any other qualifications as prescribed by state statute.