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| **Locality:** | Portsmouth, VA |
| **Job Title:** | Assistant Commonwealth’s Attorney I |
| **Salary/Salary Range:** | $55,046- (+) excellent benefits (VRS retirement)  Salary commensurate with experience |
| **Start Date:** | January 2, 2018 |
| **Closing Date:** | Open Until Filled |
| **Number of positions** | 1 |
| **Description of Job:** | This is an at-will position which serves at the pleasure of the Commonwealth’s Attorney. Prosecuting attorney represents the Commonwealth of Virginia in all criminal matters pending before the Portsmouth Juvenile and Domestic Relations District Court, the Portsmouth General District Court and the Portsmouth Circuit Court.  With minimal supervision:  Effectively prosecute complex criminal cases, including necessary research, witness interview, negotiations with opposing counsel, preparation of jury instruction, and presentation of cases at trial  Uses tact and discretion in order to establish effective relationships with other judicial agencies, victims, witnesses, and law enforcement officials, adequately documenting in writing all actions and providing sufficient justification to support recommendations  Prepare legal briefs and memoranda of law  Prepare cases for trial including interview witnesses  Prepare case evaluations  Prepare discovery and Bills of Particulars  Provide advice to law enforcement officers and County and State officials. |
| **Requirements:** | Undergraduate degree from an accredited college or university. Graduation from an accredited law school.  Active Membership in good standing in the Virginia State Bar and a license in good standing from the Virginia Supreme Court.  Completion of continuing education courses in all categories of criminal law.  Two years of experience as a criminal prosecutor or in general practice law, or equivalent combination of education and experience and training which provides the required knowledge, skills, and abilities.  Thorough knowledge and use of the principles, practices, and procedures of law, particularly criminal law and procedure.  Knowledge of legal research methodology.  Knowledge and use of the Code of Professional Responsibility for Attorneys.  Knowledge and use of principles, practices and procedures of local and State law and Court decisions.  Knowledge of County ordinances.  Knowledge and use of Rules of Evidence.  Skilled in trial tactics and trial strategy.  Ability to speak extemporaneously and persuasively.  Ability to prepare and present a variety of clear and concise reports.  Ability to express complex ideas orally and in writing.  Ability to establish and maintain effective, professional working relationship with co-workers, law enforcement officers, City and State official’s agencies and the general public and possess professional telephone etiquette. |
| **Contact:** | Please send all responses and inquiries to the attention of  **The** **Honorable Stephanie N. Morales** |
| **Title:** | Portsmouth Commonwealth’s Attorney |
| **Address:** | P. O. Box 1417  Portsmouth, VA 23705-1417 |
| **E-mail:** | [shewmaket@portsmouthva.gov](mailto:shewmaket@portsmouthva.gov)  Tamara Shewmake, Chief Administrator |