

# COMMONWEALTH of VIRGINIA



## OFFICE OF THE COMMONWEALTH'S ATTORNEY CITY OF PORTSMOUTH



Main Number: (757) 393-8581 · Fax: (757) 393-5135

### JOB DESCRIPTION

## SENIOR COMMONWEALTH'S ATTORNEY/ ASSISTANT COMMONWEALTH'S ATTORNEY II (starting salary \$75,000)

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### GENERAL STATEMENT OF JOB

As we announce job availability in the Portsmouth Commonwealth's Attorney's Office in the wake of injustices our nation has experienced for as long as we can recollect, we have considered the true benefit of recruiting a different type of candidate than the typical applicants who apply to our office, those who always envisioned themselves as prosecutors. We find it imperative now that we seek attorneys who are interested in transforming the criminal legal system and who seek to work daily towards a Restorative Justice model of prosecution.

This is an at-will position which serves at the pleasure of the Commonwealth's Attorney. The **Assistant Commonwealth's Attorney II/Senior Assistant Commonwealth's Attorney** will be responsible for the supervision and continuous training of a team of attorneys, along with the Deputy Commonwealth's Attorney. He/she will have administrative duties and is responsible for sharing duties of the Deputy Commonwealth's Attorney with other supervisors whenever the Commonwealth's Attorney is unavailable to perform those duties.

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. This position serves at the pleasure of the Commonwealth's Attorney.

### ESSENTIAL JOB FUNCTIONS

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.

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.

**Stephanie N. Morales, Commonwealth's Attorney**  
Portsmouth Judicial Center · 1345 Court Street, Suite 105  
Portsmouth, Virginia 23704

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.

## **EDUCATION & EXPERIENCE**

Undergraduate degree from an accredited college or university. Graduation from an accredited law school. Must be an active member in good standing with the Virginia State Bar and hold a license in good standing from the Virginia Supreme Court.

Four 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.

Two years of supervisory experience.

## **CONTACT & EMAIL**

Please send all responses and inquiries to the attention of:

The Honorable Stephanie N. Morales  
Portsmouth Commonwealth's Attorney  
P.O. Box 1417  
Portsmouth, VA 23705

Email: [shewmaket@portsmouthva.gov](mailto:shewmaket@portsmouthva.gov)- Tamara Shewmake, Chief Administrator

Email: [loganm@portsmouthva.gov](mailto:loganm@portsmouthva.gov)- Marsha Logan, Community Relations Administrator