## CHESAPEAKE CIRCUIT COURT – STAFF ATTORNEY I

## Position

Staff Attorney I

## Location

Chesapeake Circuit Court (First Judicial Circuit of Virginia), Chesapeake, Virginia

## Salary

Range $75,459 – $124,507. Salary will be commensurate with experience.

Pay Grade GE18

Full benefits information is available at: <https://www.cityofchesapeake.net/258/Employee-Benefits>

## Application Deadline

July 14, 2025

## Position Overview

The Chesapeake Circuit Court is seeking a highly motivated and detailed-oriented attorney to serve as Staff Attorney I. This position provides critical legal support to the Circuit Court Judges through complex legal research, writing, and analysis. The Staff Attorney I works under the general supervision of the Chief Staff Attorney and performs a wide range of professional legal duties.

## Primary Duties and Responsibilities

• Performs in-depth legal research on a wide variety of issues and presents findings to Circuit Court Judges.

• Writes bench briefs, memoranda and case summaries for presentation to the Circuit Court Judges.

• Attends court hearings, observes oral arguments, and provides on-the-spot legal research and support to judges during trials.

• Drafts formal legal opinions and court orders.

• Reviews cases scheduled for trial and advises judges of any jurisdictional, procedural, or evidentiary issues.

• Reviews a variety of orders, petitions and motions submitted to the Judges to ensure compliance with statutory and other legal requirements.

• Prepares and reviews proposed responses to correspondence received by Judges.

• Assists with management of the Court’s civil motions docket.

• Performs related duties as required.

## Required Qualifications

•  *Education*: Juris Doctor (J.D.) degree from an accredited law school.

• *Licensure*: Must be a member in good standing of the Virginia State Bar.

• *Experience*: Minimum of one year of attorney-level legal experience. A judicial clerkship satisfies the one-year experience requirement.

## Knowledge, Skills, and Abilities

• Strong legal research and writing skills, including the ability to analyze complex legal issues and draft concise, well-reasoned documents.

• Working knowledge of Virginia law, court procedures, and rules of evidence.

• Proficiency in computerized legal research platforms (*e.g*., Westlaw or LexisNexis).

• Ability to work independently and collaboratively under strict deadlines.

• Excellent interpersonal and communication skills, with the ability to interact effectively with judges, attorneys, and court staff.

• Ability to handle sensitive matters with discretion and maintain confidentiality.

## How to Apply

For further information and to apply, please visit the City of Chesapeake’s employment Website, at: <https://jobs.cityofchesapeake.net/postings/15179>