

SCOTT COUNTY COMMONWEALTH'S ATTORNEY
JOB POSTING

Locality:	Scott County, VA
Job Title:	Paralegal/Secretary
Salary/Salary Range:	\$26,000+ State/County Benefits (Ins., VRS, etc.) D.O.E.
Start Date:	July 1, 2019
**Closing Date:	June 1, 2019
Description of Job:	The Paralegal/Secretary is responsible for aiding in the daily operations of the Office of the Commonwealth's Attorney in the prosecution of all criminal cases in the County. Specific duties include preparing files, requesting pertinent information/documentation from law enforcement for file preparation, and maintaining all criminal files for cases in Circuit Court, General District and Juvenile and Domestic Relations Court; preparing correspondence to include motions/filings, preparing responses to mail received, scheduling appointments, coordinating calendars, and various clerical duties. Communicate with third parties regarding prosecution and investigations. Maintain tracking systems and filing, priorities, and deadlines.
Additional Requirements:	Associate's degree and/or paralegal certification or Bachelor's degree preferred; a comparable combination of education, certification and experience will be considered; Experience providing administrative support to attorneys; Experience reviewing and preparing legal documents, and performing legal research; Familiarity with State Court processes. Demonstrated proficiency using Microsoft Office software including Word, Excel, PowerPoint; Excellent organizational skills with the ability to independently manage multiple tasks with tight deadlines and attention to detail; Ability to communicate effectively with all levels of court employees, and the general public in writing and orally; Ability to maintain confidentiality regarding sensitive topics; ability to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
Contact: E-mail:	Hon. Andrew L. Johnson, Scott County Commonwealth's Attorney cwa169@scottcountyva.com
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