



[Legal Assistant: Commonwealth Attorney's Office](#)

The Commonwealth Attorney Office is actively seeking a Legal Assistant to join the team! The successful candidate will perform secretarial and administrative tasks for the Commonwealth's Attorney, Deputy and Assistants. The incumbent will be knowledgeable of criminal laws, procedures of Virginia, preparation of legal documents, organization of evidence, and occasional paralegal tasks. The Legal Assistant will have frequent contacts with state officials in numerous departments, including local law enforcement and attorneys, as well as with the general public. Additionally, she/he will handle a great variety of matters with a view towards conserving the time of the Commonwealth's attorney, Deputy and Assistants. Work is performed under general supervision but requires a strong inclination for working with thoroughness and autonomy.