

## **Paralegal (Commonwealth Attorney's Office)**

Salary DOQ + Full Time Benefits.

The Commonwealth Attorney's Office is seeking an individual to perform responsible administrative work assisting and supporting prosecutors with case and case file preparation, and research. Position starts no earlier than 01/01/2020.

### **Responsibilities:**

- Answers inquiries of citizens, police officers, defense attorneys, and staff when possible, or directs to an attorney or department when necessary, and facilitates attorneys' responses.
- Provides administrative support to attorneys; conducts initial document review, gathering of documents, correspondence, and research and inputs data into case management system.
- Assists attorneys with locating, reviewing, redacting and sharing Body Worn Camera evidence.
- Conducts legal research as necessary; locates precedent cases, identifies relevant points of law; supports attorneys by summarizing findings in writing.
- Prepares and assists with cases for bench and jury trials; prepares and processes documents for filing and recording in all courts; prepares exhibits to be presented in court.
- Prepares felony cases for presentation to the Grand Jury; prepares indictments for attorney review; subpoenas Grand Jury witnesses.
- Manages Circuit Court docket for assigned team.
- Drafts and/or reviews correspondence, legal memoranda, motions, pleadings, notices, discovery orders, and protective orders for review and filing by attorneys.
- Facilitates workflow; prioritizes work and ensures that work is completed in a timely manner.
- Identifies, researches, collects and analyzes data to create reports and documents for special projects for the Commonwealth's Attorney.

### **Requirements:**

- Bachelor's degree required, course work in criminal justice preferred; Paralegal Certification, Legal Assistant Certification or equivalent course work required; some experience as a paralegal or legal assistant preferred; some experience in criminal justice field is preferred.
- Must possess, or be able to obtain within 30 days of hire, valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Knowledge and understanding of government and the legal system; knowledge of various court systems and their local rules; laws, legal codes, court procedures, and precedents.
- Skill in legal and factual research; skill in the use of computer software, especially Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with County employees and the general public; ability to communicate effectively both orally and in writing.

**Accepting applications until 11:59pm EST on 01/18/2020 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**