



Help Wanted

Administrative/Legal Assistant: The Cumberland Commonwealth's Attorney's Office is seeking a highly skilled person to perform administrative/clerical/office management duties as well as research, document and trial preparation and other functions in this fast-paced office. Qualified candidates must be able to work independently and possess strong computer/technical/writing/multi-tasking/interpersonal communication abilities. They also must work well with law-enforcement, the public and other county personnel. Knowledge of the legal system is helpful. College degree not required but qualified candidates must possess at least a high school diploma/GED and prior experience. Salary commensurate with experience. All duties are performed under the direct supervision of the Commonwealth's Attorney. Six-month probation period. Valid Virginia driver's license is required. For a detailed job description, contact Human Resources at 804-492-3563 or email jcrews@cumberlandcounty.virginia.gov. All applicants must submit a completed county application that is available on the county website (www.cumberlandcounty.virginia.gov) along with a resume, cover letter and two letters of reference to Cumberland County Human Resources, P.O. Box 110, Cumberland, VA 23040, or they can email their completed application packet to jcrews@cumberlandcounty.virginia.gov. Completed applications and supporting documents must be received no later than 3:30 pm. on Wednesday, May 20, 2020. Cumberland County is an Equal Opportunity Employer.