

Criminal Justice Paralegal (Commonwealth Attorney's Office)

Salary DOQ + [Full Time Benefits](#).

The Commonwealth Attorney's Office is seeking an individual to perform administrative support for prosecutors; assists with trial preparation, discovery obligations and production of discoverable materials, maintains case files for attorneys. Conducts legal research and prepares legal documents at the direction of attorneys.

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 or the combination of a Paralegal/Legal Assistant Certification and experience equivalent to a four year degree required; course work or experience in criminal justice preferred.
- 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.
- 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

[Click here](#) for full job description. Accepting applications until 11:59 pm EST 02/26/2021.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>