



**COUNTY OF KING WILLIAM, VIRGINIA
OFFICE OF THE COMMONWEALTH'S ATTORNEY**

JOB DESCRIPTION

Job Title:	RECORDS ASSISTANT - PART-TIME
Position Class:	Administrative
Pay Grade:	N11
Exempt Status:	Non-Exempt
Hourly Rate:	\$16.50 per hour

GENERAL DESCRIPTION:

The Records Assistant will work with other staff to effectively manage records received from other agencies as well as records generated within the Office of the King William County Commonwealth's Attorney.

This is a part-time (maximum 29 hours per week) hourly position. The position reports to and serves under the direction and the pleasure of the King William County Commonwealth's Attorney.

ESSENTIAL FUNCTIONS:

- Work closely with, and under the direction of, the Commonwealth's Attorney, Deputy Commonwealth's Attorney, and Legal Assistant.
- Provide administrative, county, departmental, and outside agency support for work product created and received by the Office of the Commonwealth's Attorney.
- Handle matters of sensitive nature confidentially, maturely, and efficiently.
- Assist the management, entry, and maintenance of the Office's records.
- Assist in preparing records for attorney review.
- Assist with technical support for the Office's records management system.
- Ability to effectively communicate with the community as a representative of the Office of the Commonwealth's Attorney.
- Perform related work as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- High school graduate, equivalent.
- Experience and/or training that includes office procedures, use of modern office equipment, and computer software within a demanding legal work environment.

OTHER POSITION REQUIREMENTS:

- Must possess and maintain a valid Virginia Driver's License.
- Must submit to a criminal history background check.
- Proficiency with current Adobe software and Microsoft Office Suite software applications including Excel, PowerPoint, Publisher, Outlook, and Word.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.