



Career Opportunity
LEGAL ASSISTANT
Commonwealth Attorney Office
Montgomery County, Virginia
#200114-2

Reporting to the Commonwealth's Attorney, the Legal Assistant is responsible for compiling, maintaining and ensuring all documents are gathered for internal files for criminal court cases. Other essential duties include but are not limited to:

- Handle sensitive, confidential information professionally on a daily basis;
- Interact frequently with the public, law enforcement and court personnel both in person and over the telephone;
- Perform receptionist duties including answering the telephone and greeting visitors with professionalism and courtesy;
- Prepare and review court dockets and obtain necessary documents;
- Attend court sessions and document case proceedings;
- Maintain and update internal files and calendars via multiple software programs;
- Work closely with all Court Clerk's offices to set criminal matters for trial;
- Work closely with Probation and Parole Office in scheduling probation hearings and preserving confidential reports;
- Work calmly and professionally in a hectic and sometimes emotional environment which includes exposure to disruptive people;
- Perform general office procedures such as typing, filing, sorting mail, copying, etc.

Associate Degree in Paralegal Studies/Paralegal Support preferred; minimum of High School Diploma OR GED with applicable vocational training and one year of related general office procedures experience. Minimum salary \$38,097.00/annually. Excellent benefits including paid health, dental and vision, life, disability, retirement, flexible spending plan, wellness programs, and more.

Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr> by **Thursday, August 5, 2021** to be considered. To request application assistance for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

