

PARALEGAL ADMINISTRATIVE ASSISTANT

OFFICE OF THE COMMONWEALTHS ATTORNEY FOR CAMPBELL COUNTY

The office is accepting applications for the position of Paralegal/Administrative Assistant. Requires the ability to work independently and to navigate an often fluid and fast-paced environment. Requires prior experience within the field, and prior experience within the Virginia criminal courts systems is preferred but not required. Must be able to efficiently handle both office work and be able to effectively communicate with attorneys, the court and the public. Must pass a criminal background check. Salary is \$36,008 annually and includes benefits and VA retirement plan.