



Albemarle County Local Government

Paralegal

Paralegal

Department of County Attorney

Full-Time, 12 months

Non-Exempt, Pay Grade 13

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of County Attorney and is actively recruiting a Paralegal to join our team. The successful Paralegal will perform responsible paraprofessional work in support of the professional legal staff of the County Attorney's Office. Work requires a broad knowledge of the laws of Virginia, research of complicated legal issues, preparation of legal documents, organization of evidence, regular contact with attorneys in the Sixteenth Judicial Circuit, Department Heads and employees of Albemarle County, and occasional executive secretarial and administrative tasks. Work is performed under general supervision.

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