



**PRINCE GEORGE COUNTY, VIRGINIA  
invites applications for the position of:**

## **Legal Assistant**

**SALARY:** See Position Description

**OPENING DATE:** 07/20/22

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The Commonwealth's Attorney's Office of Prince George County is currently seeking qualified applicants for the position of Legal Assistant to receive, screen and process telephone calls; assist the public; schedule appointments; typing, word processing and data processing duties; maintain complex and/or confidential records and files; prepare reports.

This position will perform difficult skilled clerical and administrative work assisting with a variety of complex office assistance and administrative tasks; does related work as required. Work is performed under general supervision. Supervision may be exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Starting Salary: \$36,521.00**

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type and transcribe dictation at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; skill in the use of personal computer hardware and software and general office equipment; ability to establish and maintain effective working relationships with associates and the general public.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school and extensive office assistance experience.

**ADDITIONAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #LA072022  
LEGAL ASSISTANT  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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**Legal Assistant Supplemental Questionnaire**

- \* 1. Do you have a high school diploma or GED?
  - Yes
  - No
- \* 2. Do you have at least two (2) years of clerical and/or administrative work experience?
  - Yes
  - No
- \* 3. Do you have experience working as support staff in the legal field?
  - Yes
  - No
- \* 4. Do you have experience editing and redacting videos using computer software programs?
  - Yes
  - No
- \* 5. Do you have experience in web page development and maintenance?
  - Yes
  - No
- \* 6. Are you VCIN-certified?
  - Yes
  - No
- \* Required Question