



Career Opportunity  
**LEGAL ASSISTANT**  
**Commonwealth Attorney Office**  
Montgomery County, Virginia  
#200105-2

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 the 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.

An associate degree in paralegal studies/paralegal support is preferred; a minimum of a high school diploma OR GED with applicable vocational training and one year of related general office procedures experience is required. Minimum salary \$42,661/annually. Excellent benefits include health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more.

Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr>. The position is **open until filled**. 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.

