



Legal Assistant (CD) – County Attorney’s Office

Hiring Range: \$49,353 - \$75,287 Annually

The County Attorney’s Office is seeking an outgoing and energetic individual to join our team as a Legal Assistant. This is a unique position that includes both legal assistant/paralegal duties as well as office management and budgeting responsibilities. The responsibilities of this position include conducting legal and factual research, assisting in the drafting of documents and correspondence, organizing and maintaining general and litigation files, working with federal and state courts on scheduling matters and filing pleadings, and providing general office support with another legal assistant for the six attorneys in the office. Paralegal or legal assistant certification or associates degree required, bachelor’s degree a plus. In addition to these duties, the successful candidate will assist the other legal assistant with office management duties, including payroll, budgeting, and other financial matters. Members of the office, including the legal assistants, routinely interact with members of the Board of Supervisors, appointed boards and committees, County departments and Constitutional Officers, the Hanover County Public Schools, and the public. This position may be filled at the Level III or Senior Level, based upon education, certifications, and experience. We encourage all interested individuals to apply for the position.

General Description: This is a paraprofessional position. The incumbent performs routine tasks to provide skilled administrative support to attorneys and/or judges.

Organization: The Legal Assistant is part of Hanover County’s Career Development Program (CD). The Legal Assistant Ladder has four levels ranging from Legal Assistant I to Senior Legal Assistant. Incumbents usually report to an Attorney or a Judge and supervise no staff. However, Senior Legal Assistants may serve as workflow leaders to lower level Legal Assistants.

Essential Functions:

- Prepares, organizes, maintains and indexes all general and litigation files.
- Drafts routine correspondence, memoranda, motions and pleadings.
- Provides litigation support and prepares trial notebooks.
- Reviews pleadings and other correspondence and identifies applicable timelines.
- Schedules hearings and depositions, including issuance of notices and subpoenas.
- Conducts legal and factual research and prepares memoranda to attorney summarizing search results.
- Drafts real estate documents, prepares settlement documents, and handles related disbursements and abatements.
- Manages law library.
- Provides general office support services that include scheduling meetings, arranging travel and typing correspondence.
- Performs other department specific functions as assigned.
- Provides support services such as scheduling appointments, typing correspondence, arranging meetings, etc.
- Performs related work as assigned.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.