

EMPLOYMENT OPPORTUNITY
SENIOR LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT

Provides clerical, legal and administrative duties in support to the Commonwealth's Attorney on a day-to-day basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties under the direct supervision of the Commonwealth's Attorney. Prepares and revises legal documents, correspondence, memoranda; ensures the timely filing of court documents with the appropriate courts; assembles documents and exhibits for court hearings; maintains case files; other duties as assigned. Requires the exercise of some independent judgment and critical thinking in such matters as drafting/reviewing legal documents; management of case files and completion of special projects. The ability to handle sensitive and confidential issues with maturity, professionalism and diplomacy is essential. Work environment requires extensive contact with the general public, county employees, elected officials, court officials and other members of the legal community. Work environment requires presentation in a polished and professional manner

QUALIFICATIONS/REQUIREMENTS

High School Diploma required; Bachelor's Degree or Paralegal Certification preferred; 5+ years as legal secretary or other relevant legal experience required; considerable clerical experience required. Must be detail-oriented, possess excellent organizational and follow-up skills; have the ability to prioritize and meet deadlines; ability to organize resources in efficient and effective ways to meet goals; ability to multi-task; ability to communicate effectively, both orally and in writing; ability to create and maintain harmonious relationships with diverse groups and ability to work under pressure and deadlines.

SALARY

Commensurate with experience.

Apply by submitting completed Virginia state application (DPT Form 10-012 - Rev 10/99), cover letter and work related references to: Lyndia P. Ramsey, P.O. Box 1347, 20209 Thornton Square, Sussex, VA 23884 or by email to LPRamsey@sussexoca.com. State applications can be downloaded at www.virginia.gov. Deadline for submission of application is 5:00 p.m., September 30, 2015.