

Administrative Assistant, Greene County, VA – The Greene County Commonwealth’s Attorney’s Office is seeking a Full Time Administrative Assistant. Duties include performing skilled administrative support work, maintaining and coordinating Court schedules, preparing legal documents, correspondence, memoranda and reports, maintaining legal records and files, and other related work as apparent or assigned. Work is performed under the moderate supervision of the Commonwealth’s Attorney. Starting salary of \$44,277.00 plus benefits. Submit a letter of interest and resume to the Commonwealth’s Attorney’s Office via email at econsolvo@gcva.us. Open until filled. EEO, AA, M/F/H/V employer.

Administrative Assistant II

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled administrative support work for the Commonwealth's Attorney maintaining and coordinating Court schedules, typing legal documents, correspondence, memoranda and reports, maintaining legal records and files, providing administrative support, and related work as apparent or assigned. Work is performed under the moderate supervision of the Commonwealth Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Coordinates court schedules with docket.

Opens and maintains filing system; ensures all necessary documents, exhibits and other pertinent materials are included.

Corresponds with other courts and law enforcement agencies to obtain court documents, location of witnesses and other pertinent information.

Greets visitors, citizens and customers; answers telephone; responds to general inquiries related to Court matters or forwards callers/visitors to the appropriate party for disposition.

Drafts correspondence and legal documents for Officers and Attorneys.

Schedules appointments for victims and witnesses.

Obtains criminal histories and DMV records.

Prepares subpoenas for witnesses to attend court.

Picks up mail from post office; processes incoming and outgoing mail.

Picks up reports from the Sheriff's office; delivers subpoenas to the Sheriff's office for service.

Closes, purges and shred files.

Orders and maintains office supplies.

Knowledge, Skills and Abilities

Thorough knowledge of legal office practices, procedures, equipment and secretarial techniques; thorough knowledge of departmental functions, organization and policies; thorough knowledge of legal terminology and spelling; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to operate standard office, data entry and word processing equipment; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in an increasingly responsible position in a legal office including public contact work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Administrative Assistant II

Special Requirements

Possession of or ability to become a certified NCIC/VCIN Operator.
Valid driver's license in the Commonwealth of Virginia.