

**Prince Edward County
Office of the Commonwealth's Attorney**



ADMINISTRATIVE & LEGAL ASSISTANT

The Office of the Commonwealth's Attorney for Prince Edward County is accepting applications for the position of Administrative and Legal Assistant. Qualified applicants must be willing to work in a team environment and work closely with court personnel and various attorneys. **The start date for the position is January 2, 2025.**

Duties include, but are not limited to:

- Opening all cases for General District Court (GDC) and Juvenile and Domestic Relations District Court (JDR), and requesting necessary documents for the cases; and
- Updating/Closing and filing GDC and JDR cases after court; and
- Completing continuances and subpoena requests for GDC and JDR cases; and
- Answering the phone and assisting citizens and law enforcement who come into the office; and
- Maintaining VCIN certification in order to run criminal histories and driving transcripts upon request.

The salary is \$39,718.02, plus county benefits. The Office of the Commonwealth's Attorney is an equal opportunity employer. **Applications are being accepted until December 6, 2024.** A county application may be accessed online, www.co.prince-edward.va.us, or in-person at the County Administrator's Office, Prince Edward County Courthouse, 111 N South St, Farmville, VA 23901.

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