

## ADMINISTRATIVE ASSISTANT POSITION

Locality: Amelia County

Job Title: Administrative Assistant

Salary: \$28, 219 To \$46,782 Plus Benefits

Start Date: June 1, 2017

Closing Date: April 21, 2017, 2:00 p.m.

Description of Job: The Amelia County Commonwealth's Attorney's Office has an opening for an Administrative Assistant. The person performs intermediate paraprofessional work serving as receptionist, preparing, processing and maintaining legal office files and records, serving as clerical support to the department staff and related work as required. The work is performed under the limited supervision of the Commonwealth's Attorney.

Knowledge, Skills, And Abilities: General knowledge of legal office practices, procedures, equipment and secretarial techniques. Prior work in a legal office is preferred but not required. Thorough knowledge of various related computer software programs; ability to organize and perform work independently; ability to establish and maintain effective working relationships with associates, court officials and the general public.

Contact: Lee R. Harrison

Title: Commonwealth's Attorney

Address: P. O. Box 169, 9127 Washington Street, Amelia, VA 23002

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