|  |  |
| --- | --- |
| **Locality:** | Portsmouth, VA |
| **Job Title:** | Legal Secretary |
| **Salary/Salary Range:** | $30,000 (+) excellent benefits (VRS retirement)  Salary commensurate with experience |
| **Start Date:** | Posted July 6, 2018 |
| **\*\*Closing Date:** |  |
| **Description of Job:** | This is an at-will position which serves at the pleasure of the Commonwealth’s Attorney. Legal Secretaries within the Portsmouth Commonwealth’s Attorney’s office is cross trained and knowledgeable of all functions of the Legal Secretary position. Employees in this job coordinate office activities for Attorneys or performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases and maintaining court dockets and diaries, and providing information and direction to others. Responsibilities include, but not limited to:   * First line of communication for clients, citizens, defense attorneys, media and government offices and officials. * Supporting all prosecuting attorney(s). * Schedule meetings and arrange conference rooms. * Arranging outgoing mail and package pick up. * First line of is responsible for supporting assigned prosecuting attorney(s). * Direct general public to the appropriate staff member. * Managing spreadsheets.   This position reports directly to the Administrator. |
| **Special Requirements:** | High School Diploma along with 5 years of knowledge of legal, secretarial, office practices and customer service experience  Associates Degree along with 3 years of knowledge of legal, secretarial, office practices and customer services experience  Bachelor’s Degree along with at least 1 year of knowledge of legal, secretarial, office practices and customer service experience  The selected candidate must have an acceptable background check before being considered for the position. |
| **Contact:** | Please send all responses and inquiries to the attention of  **Tamara Shewmake** |
| **Title:** | Chief Administrator |
| **E-mail:** | [shewmaket@portsmouthva.gov](mailto:shewmaket@portsmouthva.gov) |