

COMMONWEALTH of VIRGINIA



OFFICE OF THE COMMONWEALTH'S ATTORNEY CITY OF PORTSMOUTH



Main Number: (757) 393-8581 · Fax: (757) 393-5135

JOB DESCRIPTION **Administrative Professional**

GENERAL STATEMENT OF JOB

This is an at-will position which serves at the pleasure of the Commonwealth's Attorney. This position reports directly to the Chief Administrator

ESSENTIAL JOB FUNCTIONS

Administrative professionals within the Portsmouth Commonwealth's Attorney's office is cross trained and knowledgeable of all functions. Employees in this job is responsible for coordinating office activities for Attorneys and/or performing a variety of support duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases and maintaining court dockets/diaries, and providing information and direction to community members.

Responsible for:

- 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.

Performs other related duties as required.

EDUCATION & EXPERIENCE

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.

Qualified candidates will possess considerable knowledge of the criminal justice system and best practices for assisting victims of crime; they will demonstrate a high level of sensitivity and empathy.

Stephanie N. Morales, Commonwealth's Attorney
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