



**COUNTY OF YORK JOB DESCRIPTION**  
Paralegal  
Commonwealth's Attorneys Office

Human Resources Department  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Position responsible for assisting in all aspects of pretrial preparation for criminal prosecutions and for providing assistance in the preparation of legal documents. Research and compilation of data from various legal references, preparation of drafts of briefs and memoranda, and maintenance of case files and other records. Maintains case management system. Work is performed under regular supervision of the Deputy Commonwealth's Attorney.

**ESSENTIAL JOB FUNCTIONS**

Provides litigation support for prosecution of criminal cases.

Conducts legal research; searches legal records; analyzes legal questions and issues; writes legal documents and correspondence, composes and drafts legal pleadings for Attorneys; compiles evidence for court hearings; prepares legal documents, including briefs, pleadings, indictments, and appeal briefs.

Updates case management system.

Gathers, organizes, summarizes and indexes evidence and exhibits.  
Prepares other documents, maintains document files, and files pleadings with court clerk.

Prepares and monitors appeals from Circuit Court to the Virginia Court of Appeals, the Virginia Supreme Court, and various Federal Courts.

Acquires documentation on state and federal forfeitures from local law enforcement and prepares legal documents.

Prepares extradition and Governor's Warrant paperwork for signature by the Commonwealth's Attorney.

**ADDITIONAL JOB FUNCTIONS**

Prepares travel orders for law enforcement personnel handling transportation of individuals from jurisdictions outside of the Commonwealth.

Assists in preparation of witnesses to testify at hearings.

Performs other related work as required and assigned.

## **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of criminal law office procedures and practices

Comprehensive knowledge of personal computers, including Word and Excel software.

Thorough knowledge of legal terminology and practices, including knowledge of proper legal citation form.

Thorough knowledge of the preparation of various court orders, subpoenas, and other legal documents.

Effective oral and written communication skills.

Ability to establish priorities and work procedures.

Ability to use word processing and peripheral computer equipment with reasonable speed and accuracy.

## **EDUCATION AND EXPERIENCE**

High school diploma and completion of a paralegal program or certification as a legal assistant, recognized by the American Bar Association, or graduation from a college or university with a minimum of an Associate's Degree in criminology or a closely related field, and some experience in a prosecutor's or a criminal defense office, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

## **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to lift, carry, push, pull or otherwise move objects occasionally. Work is sedentary in nature, and involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, legal documents, law enforcement reports, etc. Requires the ability to prepare a variety of correspondence, contracts, legal documents, reports, forms, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_