

Paralegal Position

The Brunswick County Commonwealth's Attorney's Office has an opening for a full-time paralegal to assist prosecutors in any and all criminal cases in the County of Brunswick. Duties may include document preparation, legal research, case tracking and management, docket control, witness contact, as well as general clerical duties. Must have excellent interpersonal skills and communicate effectively, professionally, and confidentially with the legal community as well as the general public. Strong computer skills and close attention to detail is a must. High school diploma required, college and/or experience in legal or criminal justice field preferred.

This is a full-time position with benefits and a starting salary range of \$24,500 - \$28,500. All applicants are subject to drug screens and a background check including traffic and criminal records. In order to apply for this position you must submit a resume and a completed Brunswick County Employment Application by noon on January 19, 2018. Applications available online at www.brunswickco.com under the Human Resources Department section. Completed applications should be sent to the attention of Wanda Walker at PO Box 797, Lawrenceville, VA 23868 or hand-delivered to the Commonwealth's Attorney's Office.