



## Class Description

Candidates are encouraged to apply as soon as possible. Applications will be reviewed beginning August 1<sup>st</sup> and will continue until the position is filled.

**Class Title:** Legal Assistant/Paralegal  
**FLSA Status:** Exempt

### **Salary Range and Benefits**

Salary Range \$59,220 - \$97,713 annually, salary is negotiable depending on qualifications and experience. The Town of Dumfries offers a full range of employee benefits, including enrollment in healthcare and retirement plans.

### **General Description**

The primary function the Legal Assistant is to assist, and work collaboratively with, the Town Attorney in the delivery of legal services to the officials, departments, and various authorities, boards, and commission of the Town of Dumfries.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

### **Essential Duties**

Draft letters, subpoenas, form pleadings e.g., motions/orders for discovery, continuances, form contracts, and correspondence and other documents related to legal matters being handled by the Town Attorney. May prepare exhibit books and other materials.

Assist the Town Attorney in handling case investigative work. Conduct legal research as requested or needed, interview civil witnesses and police officers. Assist with case investigations and document searches.

Maintain incoming and outgoing mail logs and ensure that all incoming and outgoing documents are properly date stamped and logged. Organize and maintain litigation files, occasional physical delivery/pick up of documents to and from court. Serves as liaison to court clerks.

Provide general administrative and legal support to the Town Attorney, including, but not limited to, interacting with executive and administrative staff, coordinate and manage the intake of discovery requests and production of documents, perform document review, calendaring, scheduling, assist in managing deadlines, handle additional duties as may be assigned or required by the job.



## **Class Description**

Handle all docketing and scheduling of hearings, meetings, and other matters. Maintain the office calendar.

### **Minimum Education and Experience Requirements**

Associate degree or bachelor's degree is preferred. Five (5) years of paralegal, legal assistant, or legal secretarial experience is required. Knowledge of the Virginia legal system, criminal litigation, legal case management techniques and terminology.

An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.

Type at least 65 wpm, accurately format and proofread legal documents for grammatical and spelling errors. Must demonstrate proficiency utilizing legal research databases (e.g., Westlaw, Fastcase, and Lexis/Nexis), Microsoft Office 360, and PowerPoint, and be willing and capable of learning and utilizing additional software as incorporated in the delivery of services by the organization.

### **Special Certifications and Licenses:**

Paralegal and notary certification is preferred.

### **Physical Demands**

Due to the nature of work assignments, employees must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint.

The essential duties of this classification may require the ability to regularly talk, hear, see, and perform repetitive motions; frequently reach and finger; and occasionally climb, balance, stoop, kneel, crouch, crawl, reach, stand, push, pull, lift, walk, grasp, and feel.

This classification is considered to be sedentary, exerting up to 25 pounds of force occasionally, and a negligible amount of force to move objects such as filing boxes and paper.

### **Americans with Disabilities Act Compliance**

The Town of Dumfries is an Equal Opportunity Employer. ADA requires the Town of Dumfries to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.