



KING GEORGE COUNTY PARALEGAL/ LEGAL ASSISTANT – FULL TIME

King George County is seeking qualified, experienced applicants for the position of Paralegal/Legal Assistant in support of the County Attorney's Office to provide legal support, research, drafting, coordinating administrative functions, maintaining law library, budget, calendar, files/records, and providing customer service.

Minimum Requirements: Bachelor's degree from an accredited college or university, certification as a paralegal or legal assistant; at least two years of experience in Virginia local government law.

Salary \$45,000 - \$60,000, DOQ.

Apply at www.king-george.va.us.

Questions concerning this position should be directed to
(540) 775-9181.

Deadline: April 16, 2021 at 4:30 p.m.

KING GEORGE COUNTY IS AN EOE.