



Legal Assistant #03218

City of Virginia Beach – Job Description

Date of Last Revision: November 25, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 21

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform legal assistant work of a technical and frequently confidential nature in the office of the Commonwealth's Attorney, City Attorney or Circuit Court.

Representative Work Functions and Responsibilities

- Initial case preparation to include requesting and organizing case files and reports, creating and updating witness list, adding case parties and other relevant information into the Case Management System.
- Create subpoenas, transportation orders, travel requests, witness court date letters, closing letters and other similar documents.
- Updating dockets to reflect court actions and perform necessary follow-up.

- Shielding of Body Worn Camera.
- Prepare correspondence and legal papers, draft legal documents and court orders at the request of an attorney or on own initiative.
- Liaison with witnesses and government agencies (e.g., Police Department, Sheriff's Department, Probation & Parole, Clerk's Offices, Secretary of the Commonwealth and Attorney General).
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Efficiently assist attorneys in the preparation of cases.
- Accurately draft legal documents and court orders.
- Correctly perform daily update of database reflecting witness information and docket information.
- Professionally act as liaison with witnesses, other city departments and government agencies.
- Perform detail-oriented, highly specialized tasks required in the legal field.
- Have the ability to exercise independent judgment and initiative in problem solving.
- Must possess basic expertise in legal procedures and terminology and have excellent written and oral communication skills.

Minimum Qualifications

Requires a HS/GED and any combination of education and/or experience equivalent to three (3) years in fields utilizing the required knowledge, skills and abilities and associated with such positions as a Legal Assistant or Paralegal.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.