

**Virginia Indigent Defense Commission
Newport News Public Defender Office
Secretary I
Starting Salary: \$27,030**

Duties:

Duties for the position will include typing a variety of documents to include but not limited to memos, letters and various types of legal documents, maintaining a filing system, and communicating and interacting with the public, office colleagues and judicial system personnel.

Qualifications:

Position requires working knowledge of office practices and procedures as well as creating and editing, letters, memos and legal documents. Experience in the use of computer software to include word processing, spreadsheet and database applications are required. The qualified candidate will have the ability to communicate effectively both orally and in writing and work independently and dependently in a team driven environment. The desired candidate will have related experience providing clerical support in a criminal justice/law enforcement environment and in the use of Microsoft Applications.

How to Apply:

Applicants should submit a complete state application, resume, cover letter and references via one of the following methods, online to Virginia State Job's website, jobs.virginia.gov and search under Virginia Indigent Defense Commission, or use the following quick link below:

[Quick link will be placed here once the job is in RMS](#)

Equal Opportunity Employer