

**Prince Edward County  
Office of the Commonwealth's Attorney**



**ADMINISTRATIVE & LEGAL ASSISTANT**

The Office of the Commonwealth's Attorney for Prince Edward County is accepting applications for the position of Administrative and Legal Assistant. Qualified applicants must be willing to work in a team environment and work closely with the public. **The start date for the position is July 1, 2026.**

Duties include, but are not limited to:

- Opening, updating, and closing files for General District Court (GDC) and Juvenile and Domestic Relations District Court (JDR), and requesting necessary documents for the cases; and
- Completing discovery requests for GDC and JDR cases; and
- Answering the phone and assisting citizens and law enforcement who come into the office; and
- Maintaining VCIN certification in order to run criminal histories and driving transcripts upon request; and
- Other tasks as assigned.

The salary is \$42,000, plus county benefits. For employment applications contact the County Administrator's Office, 111 N. South St, Farmville, VA 23901, TEL: 434-392-8837, or application may be obtained online at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). Please submit applications to the Prince Edward County Commonwealth's Attorney, PO Box 266, Farmville, VA 23901 or via email, [megan.clark@co.prince-edward.va.us](mailto:megan.clark@co.prince-edward.va.us). **Applications are being accepted until the position is filled. \*\*EOE\*\***

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