

JOB DESCRIPTION

TITLE: Office Assistant

DEPARTMENT: Prosecuting Attorney's Office

DATE: December 2017

SUMMARY:

The primary function of this part-time (10-16 hours/week) support position is to provide assistance to the Office Manager. The key characteristic required to succeed in this position is the ability to follow instructions accurately and efficiently. Duties may include a wide range of tasks. The principal duties of this class are performed in a general office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides any and all assistance that the Office Manager requires in order to facilitate orderly and efficient functioning of the Prosecuting Attorney's office.
- Performs physical tasks such as cleaning; moving files, folders, and boxes; copying, scanning, and shredding documents; picking up and processing mail.
- Answers and screens in-coming calls; fields and directs all levels of legal questions, referring to supervisors or attorneys as necessary; connects calls to appropriate parties.
- Works closely with supervisors and attorneys to ensure case needs are met correctly, accurately and on schedule.
- Receives, logs, and files incoming mail, faxes, emails, court documents, and information received through phone calls or conversations to the proper files and folders.
- Issues and cancels electronic and paper subpoenas.
- Prepares, drafts, proofreads, files, and distributes court documents and discovery.
- Performs data entry.
- Organizes and prepares daily and weekly calendars, as well as case files for upcoming court hearings.
- Requests documentation from law enforcement and certified copies of court documents from other county clerks.
- Schedules appointments; posts, receives and processes mail; delivers paperwork to other county offices as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

REPORTING RELATIONSHIP:

Reports directly to the Office Manager.

NECESSARY SKILLS AND QUALIFICATIONS:

- Must have excellent command and use of English and spelling.
- Must be able to work with a high degree of accuracy, pay close attention to detail, and be organized.
- Must be able to maintain confidentiality.
- Must be proficient with Microsoft Office products (Word, Outlook, Excel).
- Must have a customer service-oriented approach and philosophy.
- Must be able to type at a moderate rate of speed.

- Must have effective communication and interpersonal skills to maintain harmonious working relationship with other employees and the general public.
- A high school diploma or GED equivalency is strongly preferred but not required. Some college coursework is a plus.
- General clerical experience is preferred.
- Familiarity with legal terminology and court procedures is strongly preferred but is not required.
- Must be able to perform all work duties and activities in accordance with County and Department policies, procedures, and safety practices.
- Must be able to pass a background investigation, a criminal records check, and a credit check.
- Any functional equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

ESSENTIAL PHYSICAL ABILITIES:

- Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Must have sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Must have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard hand tools, and standard office equipment.
- Must have sufficient personal mobility, flexibility, agility, and balance, ability to lift stacks of paper and banker boxes weighing up to 50 pounds; to vacuum and wipe down the office; to work in an office environment; and also to remain in a stationary position for most of each work day, all with or without reasonable accommodation.
- Must be able to move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, all with or without reasonable accommodation.

This job description describes the chief functions of the position, and is not to be considered descriptive of every duty or function of the job.