

**Jefferson County
Position Description**

Name:	Department: District Attorney
Position Title: Administrative Assistant II	Pay Grade: 3 FLSA: Non-exempt
Date: December 2021	Reports To: Office Manager

Purpose of Position

The purpose of this position is to perform administrative support tasks for the Jefferson County District Attorney's Office.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Represents the DA's office in a professional manner, as the first point of contact; ensures information is properly relayed in a timely manner. Answers telephones and gives information to callers; takes messages or transfers calls to appropriate individuals. Greets the public, answers general questions and processes mail.
- Represents three business units that operate within the DA's Office; understands the processes involved with each and maintains the flow of information with each. (1) District Attorney's Office: Prosecutorial staff; (2) Victim Witness Program, which provides a variety of specialized services and information to victims and witnesses of crimes; (3) First Offender Program, which is designed to be an alternative to processing cases through the court system while holding the offender accountable for his/her actions; participants pay a fee for this program.
- Evaluates, filters, and prioritizes case file information and provides excellent customer service to all case parties that request case file information and to the general public, while protecting privacy, sensitive or confidential information.
- Understands legal documents and the operations of the court system; explains basic information to those who have contact with the DA's Office without giving legal advice.
- Accurately receives, enters and modifies data from a variety of sources into the state computer database; enters criminal and civil referrals from law enforcement, child support, juvenile, sex offender registry, Department of Agriculture and other referrals in a timely and accurate manner; advanced knowledge of what path that information will take, what it will affect, how it will be used.
- Enters assignments of all referred cases to the prosecutorial staff; checking for previous contact to determine appropriate entry and assignment.
- Evaluates, verifies, filters, and prioritizes all case file information received, including but not limited to ensuring Probable Cause or Bond forms accompany the referrals; incoming media and documentation gets placed with the correct case and logged for tracking purposes; correct statutes are listed; and information on victims, juveniles, protected parties is complete and is entered into the database accurately and timely.
- Completes administrative tasks efficiently, including drafting correspondence such as emails and memos; distributing and sorting legal documents and correspondence to clients, witnesses and court officials, while protecting privacy and sensitive or confidential information; monitoring court calendars and verifying that each hearing is assigned to a prosecutor prior to disseminating that information daily and weekly to office staff.

- Maintains communication with law enforcement personnel, victims/witness coordinator, victims/witnesses, Human Services personnel, Department personnel, Clerk of Court personnel, court personnel, and public defenders and other attorneys regarding pending cases and proceedings and determining detainees appearing for Intake and assuring appropriate paperwork is in order.
- Maintains Accounts Payable/Receivable records, maintaining payment logs to track payments and sending notices for non-payment.
- Updates information from fingerprint cards to DA's Office database.
- Attends in-service training, seminars, workshops, and meetings as required.
- Performs work in a time sensitive manner.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Maintains inventory of office supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with one to two years related experience, including working knowledge of Microsoft Word and Excel, knowledge of legal terminology, accounts payable/receivable experience, or any combination of education and experience that provides equivalent knowledge, skill and ability.

Preferred Training and Experience Required to Perform Essential Job Functions

One to two years' experience and additional education/Associates' degree.

Other Requirements – Certificates/Licensures

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to maintain composure in a fast-paced environment. Ability to multitask.
- Ability to apply good judgment and common sense to carry out instructions furnished in written, oral, or diagram form.
- Ability to gain understanding of the legal limitations of what can/cannot be released, what is appropriate to say as a representative of the office, and ability to assertively deliver that information if necessary.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain confidentiality.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.

- Ability to speak effectively with law enforcement personnel and members of the public who come to the office. Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write routine reports and correspondence such as reporting monthly activity for Treatment Court participants and discovery revenue for defense attorneys.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of record retention and privacy issues.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
