



Date Revised: June 27, 2023

ADMINISTRATIVE ASSISTANT

Job Code: 5
Exempt: No
Safety Classification: Safety Sensitive
Department: Prosecuting Attorney
Reports To: Office Administrator
Location: Washington County Courthouse

SUMMARY:

Incumbent is responsible for greeting all visitors to the office, answering the telephone, providing general information, providing technical information, assisting citizens with filling out complaint forms, Petitions for Temporary Orders of Protection and Petitions for Involuntary Mental Commitments, as well as general office procedures. Incumbent is responsible for the management of pending a closed case files, including organizing and coordinating the scanning of all closed files, as well as the management of the scanned file retrieval system. The public sees and/or hears this person initially and the office reputation is dependent upon the attitude and information of the incumbent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Meet individuals entering the office and provide information or direct them to the appropriate individuals.
- Answer up to 300 telephone calls per day and direct or take messages as required.
- Supervise 4 law clerks to ensure adequate work production.
- Set schedules for law clerks to cover a broad range of hours.
- Assign citizen complaints, discovery and other duties to law clerks.
- Coordinate deliver of discovery material.
- Assist citizens with filling out complaint forms, involuntary mental commitment forms, and hot check affidavits.
- Notarize all citizen complaints and Affidavits for Warrant of Arrest.



- Maintain and manage accuracy and consistency in the Scanned Image Retrieval System.
- Perform computing duties such as looking up court dates, names, dates of birth, assigned prosecutors, bond amounts, etc.
- Perform computer entry such as entering all reset dates and making notes in case management system as needed.
- Respond to all inquiries regarding bond amounts, trial dates arraignment dates, etc.
- Process all Nolle Prosequi Orders, copy, and file and disperse as needed.
- Receive, copy, and distribute all Judgments, Orders, Motions, etc.
- Process and assign discovery to Law Clerks and keep a log of the same.
- Contact attorneys, probation officers, and other agencies for prosecutors.
- Scan all closed files and enter the file into the office's case management system.
- File all closed, pending and waiting for judgment files and keep them organized and readily available.
- Process bonds that come in from the jail and ensure they are assigned a docket number and are placed in the appropriate file.
- Order and take delivery of all files from archives, and keep a log of the same.
- Keep track of all closed files physically present in the office and determine when files past a certain age are to be sent to archives.
- Coordinate the pick-up and delivery of out-of-date files to archives.
- Distribute the mail.
- Maintain inventory of office supplies.
- Oversee fax and copy machine maintenance.
- Ensure the public is treated in a courteous and friendly manner at all times.



- Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the county, the public, and other agencies.
- Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
- Treat all citizens of Washington County in a professional and ethical manner.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of two years of college or equivalent and two years of general office experience (experience in a legal office preferred).

OTHER SKILLS and ABILITIES:

The incumbent should be a self-starter; have strong written and verbal communication skills as well as excellent interpersonal skills when dealing with citizens, attorneys, law enforcement agencies and other employees; must have good typing and dexterity; must possess the ability to establish good rapport with individuals, often under difficult circumstances; have knowledge of modern office practices and procedures. The incumbent should possess computer skills, accurate data entry and have working knowledge of general office machines.

Ability to learn fundamental law concepts in order to answer most telephone calls; must be able to deal with stressful situations.

COMMUNICATION SKILLS

Ability to effectively and professionally communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work according to policies established by the elected prosecutor and Office Administrator.



DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would affect the work operations of other employees and/or clientele to a moderate degree.

IMPACT ON END RESULTS

Significant impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Accounting, Spreadsheet, Word Processing/Typing

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

PUBLIC CONTACT

Regular contacts with patrons. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, bend and stoop; used hands to feel, finger objects and to talk or hear. The employee must occasionally reach with hands and arms; stand and walk.



Specific vision abilities required by this job include close vision.

The employee is frequently required to lift or move up to ten (10) pounds.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____