



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Administrative Assistant
Department: District Attorney's Office
Position Reports to: District Attorney
Grade Level: D
FLSA Status: Non-Exempt
Position Type: Full-time
Bargaining Unit Status: Non-Bargaining
Date: November 6, 2017

Summary: Under the direct supervision of the district attorney. Provides administrative and secretarial support for the district attorney and department. In addition to typing, filing and scheduling, performs duties such as coordination of meetings, obtaining supplies, working on special projects. Also, corresponds and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization, independent judgment is required to plan, prioritize, and organize

Essential Functions: The essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares, types and drafts various legal documents and correspondence to include letters, memorandums, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference; maintains confidentiality of all legal documents.
- Prepares for review by the district attorney, press releases and public announcements relating to issues of public importance and/or public safety.
- Maintains schedules for attorneys in the office; arranges and schedules appointments, conference calls and meetings; notifies individuals of dates and times and cancellations and/or changes in appointment times and dates.
- Greets visitors, attorneys and general public as necessary; answers questions and provides information; resolves conflict and/or problems; collects necessary information; makes copies and files for departmental use.
- Serves as a liaison between departments and other individuals; answers questions and provides information as required.
- Receives and screens incoming telephone calls from attorneys and other individuals; route calls and/or takes messages as necessary; answers questions from county employees, the public or other individuals as necessary; provides information accordingly.
- Utilizes various office equipment such as personal computers, calculator, fax machine, photocopier, scanner and other equipment as necessary to perform daily duties; uses various computer software in the preparations of documents, and resolution tracking; keeps apprised of changes in equipment and software; learns new programs as necessary.
- Maintains inventory of office and other supplies; receives requests from other individuals for supply orders; orders replacement materials as needed.
- Receives incoming mail, sort and distributes to appropriate individuals, prepares certified letters and outgoing mail, processes UPS; delivers to appropriate location.



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- Maintain community outreach initiatives through various social media programs, including online interaction with members of the public.

Education and Experience: High school diploma/ GED or higher. Previous experience and/or training; or equivalent combination of education, training, and experience in the legal field is a plus.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check, and completion of the computer skills testing.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractional and/or interpret graphs.
- **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
- **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise violence, disease or pathogenic substances.

Employee Expectations:

In completing the duties and responsibilities of the position, the District Attorney expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Administrative Assistant to the District Attorney is an at-will employee and serves at the pleasure of the District Attorney. Clinton County and the District Attorney's Office are Equal Opportunity Employers (s) and do not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.



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I have read the job description for the Administrative Assistant to the District Attorney and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.