

WASHINGTON COUNTY
Job Description

JOB TITLE: Administrative Assistant- Prosecutor's Office

Exempt (Y/N): No

Department: Prosecuting Attorney

Date Revised: October 2012

Supervisor: Office Administrator

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 and 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. Other duties may be assigned.

1. Meet individuals entering the office and provide information or direct them to the appropriate individuals.
2. Answer up to 300 telephone calls per day and direct or take messages as required.
3. Supervise 4 law clerks to ensure adequate work production.
4. Set schedules for law clerks to cover a broad range of hours.
5. Assign citizen complaints, discovery and other duties to law clerks.
6. Coordinate delivery of discovery material.
7. Assist citizens with filling out complaint forms, involuntary mental commitment forms, and hot check affidavits.
8. Notarize all citizen complaints and Affidavits for Warrant of Arrest.
9. Maintain and manage accuracy and consistency in the Scanned Image Retrieval System.
10. Perform computing duties such as looking up court dates, names, dates of birth, assigned prosecutors, bond amounts, etc.
11. Perform computer entry such as entering all reset dates and making notes in case management system as needed.
12. Respond to all inquiries regarding bond amounts, trial dates arraignment dates, etc.
13. Process all Nolle Prosequi Orders, copy, file and disperse as needed.
14. Receive, copy, and distribute all Judgments, Orders, Motions, etc.
15. Process and assign discovery to Law Clerks and keep a log of the same.
16. Contact attorneys, probation officers, and other agencies for prosecutors.
17. File all closed, pending and waiting for judgment files and keep them organized and readily available.
18. Process bonds that come in from the jail and ensure they are assigned a docket number and are placed in the appropriate file.
19. Go through the Morning News and Northwest Arkansas Times every day to find articles pertaining to the Prosecutor's Office and keep an organized record of all articles.
20. Order and take delivery of all files from archives, and keep a log of the same.
21. Distribute the mail.
22. Maintain inventory of office supplies.
23. Oversee fax and copy machine maintenance.
24. Ensure the public is treated in a courteous and friendly manner at all times.

25. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the county, the public, and other agencies.
26. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
27. 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.

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 typical work environment is moderate.