

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: December 1995 **STATUS:** Full-time
DATE REVISED: March 2000 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as Administrative Assistant for the Prosecuting Attorney, responsible for providing secretarial support to Department personnel.

DUTIES:

Prepares new case files, including preparing charging information, probable cause affidavits and various court documents, requesting defendant background information, prior conviction documents, obtaining signatures, making copies and filing with the court.

Knowledge of the correct language of the criminal statutes in order to prepare charging information properly; and further, needs to know what details of a crime constitute probable cause and should be included in affidavits. The use of a specialized software program designed for use by Prosecuting Attorneys, and require a working knowledge of this program as well as basic keyboarding and basic data entry.

Answers telephone and greet office visitors, providing information and assistance, taking messages, and scheduling appointments, meetings and deposition dates, and/or transferring/directing to appropriate individual or Department.

Receives payments of outstanding checks, prepares/provides receipts.

Manages the Pretrial Diversion Program including screening tickets for qualification, sending Diversion Agreements by mail, paying fees to the clerk, filing agreements with the Court, dismissing the ticket upon completion.

Prepares, copies, organizes and files various documents, such as discovery materials, plea agreements, court motions, and correspondence. Assist law enforcement personnel in locating case dispositions as requested.

Enters court dates on computer, prints docket and pulls appropriate files for each date. Processes closed cases, including storing case files, updating computer database, with dispositions, review and select closed files for shredding and maintains a file with all shredded file dispositions.

Notifies crime witnesses of impending court trials, including generating and sending subpoenas and scheduling pre-trial appointments.
Coordinates deposition dates, including notifying Court Reporter and scheduling room and sending subpoenas.

Delivers outgoing mail to postal drop-off site.

Periodically attends training seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate Degree in Business, Paralegal, Criminal Justice or related field, or equivalent combination of education and experience.

Working knowledge of and ability to make practical application of Department policies and procedures, County court system and related legal terminology and requirements.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of inter-related processes, tasks and operations.

Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter and copier.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents as assigned.

Ability to maintain confidentiality of Department records and information as required.

Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time, often under time pressure, and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, law enforcement and court personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs a variety of standard and recurring duties according to Department policies and procedures and legal requirements, with priorities determined by court filing deadlines and service needs of the public. Incumbent's work is periodically reviewed in progress for compliance with legal requirements and Department policy. Errors in work are usually prevented through legally defined procedures and are detected through supervisory review. Undetected errors may result in loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County personnel, law enforcement and court personnel, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Administrative Assistant/Office Manager.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving lifting/carrying files and/or mail weighing 25 to 50 pounds, bending, reaching, handling/grasping, fingering objects, and exposure to potentially violent/irate individuals. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Administrative Assistant for the Prosecuting Attorney describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

Applicant/Employee signature

Date