

# JOB DESCRIPTION

DEPARTMENT: Criminal District Attorney

POSITION: Full-Time Administrative Assistant

STARTING PAY RATE: \$15.50/HR

**ESSENTIAL DUTIES:** Provide highly responsible administrative and clerical support to the Criminal District Attorney and other professional staff. Process all criminal cases submitted by law enforcement, detailed data entry, scanning, organizing, completing and processing forms, copying and filing documents, scheduling and maintaining calendars, corresponding with defense attorneys and other professional colleagues, answering the telephone, greeting and assisting office visitors.

**OTHER DUTIES:** Utilize programs such as Microsoft Office, Word, Excel and various County Government programs. Using and maintaining basic office equipment such as, fax, copier, printers and scanners. Cash handling and receipting.

**PHYSICAL REQUIREMENTS:** Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties. Must be able to lift or move light weights.

**DOES EMPLOYEE EXERCISE DISCRETION AND INDEPENDENT JUDGMENT WITH RESPECT TO SIGNIFICANT MATTERS RELATED TO MANAGEMENT POLICIES OR BUSINESS OPERATIONS?**

YES  NO

**DOES THE EMPLOYEE SUPERVISE TWO OR MORE EMPLOYEES?  YES  NO  
AS A PART OF THAT SUPERVISION DO THEY INDEPENDENTLY MAKE HIRING, FIRING, OR  
PROMOTION DECISIONS?  YES  NO**

**IS THE EMPLOYEE REQUIRED TO HAVE SPECIALIZED KNOWLEDGE, SKILLS, OR ABILITIES?**

YES  NO IF YES, DESCRIBE: Knowledge of Microsoft Word, Excel and PowerPoint

**IS THE EMPLOYEE REQUIRED TO HOLD A BACHELORS DEGREE OR HAVE COMPLETED  
OTHER SPECIALIZED EDUCATION OR TRAINING?  YES  NO IF YES, DESCRIBE:**

Associates or Bachelors Preferred

**IS THE EMPLOYEE REQUIRED TO MAINTAIN A CERTIFICATION OR A LICENSE IN ORDER TO  
REMAIN EMPLOYEED? YES  NO  IF YES, DESCRIBE:**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE