

**Job Title: Administrative Assistant County Attorney**

**Department:** County Attorney’s Office

**Immediate Supervisor:** County Attorney

**BRIEF DESCRIPTION OF THE JOB:** Supervises the administrative staff and performs any administrative activities directed by the County Attorney.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Supervises personnel by organizing, planning and scheduling work assignments, observing, evaluating and documenting work performance, providing training, counseling and disciplining personnel and providing coaching and mentoring.	40%	S
2) Manages the office by confirming and arranging travel and accommodations for travel activities, performing hiring duties, maintaining personnel files and processing payroll.	20%	S
3) Manages budget expenditures by collecting bills, invoices, and other fees, obtaining payment approval, entering expenses into the budget spreadsheet, maintaining copies of bills and invoices and forwarding information to appropriate offices for payment.	20%	S
4) Performs administrative duties by drafting and preparing legal and general correspondence, functioning as backup for personnel as needed, maintaining personnel activity calendar, processing case files and dispositions and providing assistance to the public.	10%	S
5) Performs other duties by assisting with problem solving with other departments, meeting with vendors and coordinating with other supervisors regarding office policies and procedures.	10%	S
<b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>		

**Job Title: Administrative Assistant County Attorney**

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

Sedentary     Light     Medium     Heavy     Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Filing and copying
Sitting	F	Desk work
Walking	F	To other departments
Lifting	R	Files
Carrying	F	Files, documents, books
Pulling	F	File drawers
Pushing	F	File drawers
Using Fine Dexterity	F	Computer keyboard, calculator
Reaching	O	For files, papers and supplies
Kneeling	O	Filing in lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	N	
Climbing	R	Step stool
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	N	

**Job Title: Administrative Assistant County Attorney**

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, typewriter, copier, fax machine, telephone

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	C	Emergency Situations	R
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	R

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over one year up to and including two years of experience is required.

### **Certifications and Other Requirements:**

Notary Public

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.