

JOB DESCRIPTION

Essex County, VA

Job Title	Administrative Assistant - Commonwealth Attorney
Department	Commonwealth's Attorney Office
Category	Full-Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Commonwealth Attorney
Supervises:	NA

JOB SUMMARY/PURPOSE

The purposes of this position are to provide responsible clerical and administrative duties to support the Commonwealth Attorney's Office with the day to day operations of office. The work involves attention to details to maintain accurate records, scheduling Attorney's based on court schedules, preparing subpoenas, pulling all files related to each case, preparing correspondence, monitoring daily dockets, acting as liaison between the courts, attorneys and the general public. An Administrative Assistant in the Commonwealth Attorney's office is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Serves as first contact for customers/public to answer questions and explain policies governing department operations; provides information and appropriate contact information;
- Clerical duties include handling important correspondence, sorting mail, filing, maintaining records, overseeing the schedule and court dockets to provide appropriate information for all the cases being handled, preparing legal documents such as warrants and subpoenas, etc.;
- Maintains Attorney's and office calendars and travel schedule related to training and court business;
- Prepares court case packets by creating a criminal case record by gathering the incident report from police or sheriff office, preparing the subpoena and warrants, gathering the video from body cam or other sources, gathering the photos, gathering the background check information, sending evidence to drug or DNA laboratory, etc.;
- Works with Courts to assign court dates by coordinating with schedules of judges, juries, police/sheriff, attorneys, witnesses, victims, and Commonwealth Attorney staff; asks for continuance if laboratory results not available;
- Within 2 to 4 weeks before court date, pull criminal case file and review for completeness and prepare appropriate correspondence and legal documents, contact appropriate parties and give to assigned Attorney;
- Prepare discovery packet for defense attorney's;
- Enters data and records into office system to maintain accurate records;

- Orders office supplies and manages office invoices and grant reimbursement paperwork;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with office operation and court processing trends and regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associates degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, plus over three years of office work, records management, legal or public safety experience and/or customer service experience. Court/Attorney office experience preferred.

Licenses or Certificates:

- None

Knowledge, Skills and Abilities:

- Strong knowledge of records management of court records and procedures and criminal case records;
- Knowledge of standard office practices, procedures, equipment, terminology and clerical techniques;
- Knowledge of basic bookkeeping practices and procedures;
- Working knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling;
- Working knowledge of database management systems for data entry procedures;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with courts, attorneys, customers, departmental staff, employees, and the public;
- Ability to keep confidential records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to use Windows-based software and data base systems (e.g. Word, Excel, Financial and court systems);
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make sound judgments and decisions based on established office policies and procedures and to explain regulations to the public.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, telephone, fax, scanner, various formats of records				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-moving from sitting to standing at counter or files		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).