

POSITION DESCRIPTION



WARREN MONTGOMERY, DISTRICT ATTORNEY

Title: Executive Administrative Assistant

Position No:

Department: Executive

Reports To: District Attorney

Labor Grade: _____

Pay Plan: A (75hrs per pay period)

EEO/Census Code: _____

Type: FT _____ Part-Time _____ Temp

FLSA: Exempt _____ Non Exempt

Emergency Classification: Class I

Summary: Under the direct supervision of the Executive Administrative Officer, this person is responsible for all aspects of providing administrative support to the Chief Administrative Assistant District Attorney and Executive Administrative Officer. Employees in this classification perform clerical work and direct assistance to the office which assigned in the areas of clerical, data entry, and greeting and assisting the public. Performs related work as required.

Essential Job Functions: Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Acts as a lead worker. Performs clerical functions requiring considerable discretion and specialized knowledge related to the Office of the District Attorney.
- Receives, reviews and analyzes purchase requests including not but limited to supplies; issues requisitions, ensures applicable policies, laws, codes and regulations.
- Maintains ongoing contact with suppliers.
- Verifies information on invoices; submits for payment.
- Conducts and maintains inventory of supplies.
- Handles staff concerns and issues.
- Addresses on-going issues for current contracts and insurance policies, handling renewals and requests for new policies.
- Professional communication and analytical skills are required to represent the Office to internal departments, internal agencies and the general public.
- Responds to routine inquires and requests for information; directs on behalf of the District Attorney non-routine issues and concerns to other office supervisors or employees.
- Proofreads, organizes and distributes information and material.
- Prepares reports, memoranda, correspondence, polices, and other written materials as needed.
- Uses telecommunications as needed to disseminate District Attorney directives.
- Files and retrieves various records, files, forms, reports and correspondence and/or related office documentation as needed
- Handles/Supervises in the preparation of grant applications and reporting requirements.
- Assists on special projects as needed.
- Handles the receiving, processing, and distribution of mail and services of process on the Office.
- Technology and Asset Administrator
- Performs other work as directed by Supervisor.

Competencies: Employee must have

- Knowledge of legal terminology and court proceedings.
- Skills in conflict resolution.
- Skill in communicating and writing clearly and concisely
- Skill in operating a variety of modern office equipment and software in processing information in prescribed formats. Knowledge of: Microsoft Office Suite to include Word, Outlook, Access and PowerPoint.

- Advanced detailed knowledge of Microsoft Excel
- Ability to understand oral and written instructions.
- Ability to serve the public with patience, tact and integrity.
- Ability to establish guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to handle stressful situations.
- Ability to establish and maintain effective working relationships with supervisor, support staff, and other department/agencies.

Work Environment: The primary duties of this position are performed in a professional office environment, but are not limited to an office environment.

Physical Demands: As needed to perform the essential functions of the position. Which include but are not limited to:

- Ability to raise or lower objects from one level or another (includes pushing and pulling) (10lbs – 50lbs)
- Ability to frequently bend, stoop, and climb.
- Ability to work under pressure of deadlines on a regular basis.
- Ability to stand and sit for long periods of time.
- Ability to read and write the English language.
- Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.

Required Education/Qualifications: Persons in this class will possess the knowledge, skills, and abilities to perform the essential functions as determined by the District Attorney.

Desired Qualifications: (1) Experience in broad array of issues involving interaction with the public. (2) Experience working within an environment requiring cultural and political sensitivity and tact.

POSITION MEETING REQUIREMENTS: The incumbent may be required to attend meetings before, during and after business hours.

The District Attorney's Office, 22nd JDC is an EOE/M/F/Disability/Veteran Employer. In compliance with the Americans with Disability Act, the Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The position description of the Executive Administrative Assistant has been reviewed and approved by:

District Attorney

Date

Chief Administrative ADA /Date

I have received a copy of my job description and understand it is my responsibility to familiarize myself with the duties and responsibilities of this position.

Employee/Date