

*Job Post Executive Secretary assigned to Civil Division for District Attorney's Office, 22<sup>nd</sup> JDC,*

**St. Tammany Parish Office**

**Executive Secretary (Civil Division) Job Responsibilities:**

Works under the direction of the Chief of the Civil Division to provide office management support to the Civil Division Office. Enhances attorney effectiveness by providing information-management support; preparation of quality documents, and maintaining file materials. Assists in Court as needed.

**Executive Secretary Job Duties:**

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.

**FINANCIALS:** Operating Account duties including input into MUNIS (accounting system) and preparation and filing of materials:

- Preparation of yearly budget
- Monitoring of budget accounts
- Budget transfers as necessary
- Preparation of requisitions in MUNIS

**TRANSMITTALS:** Responsible for all aspects of the legal transmittal intake and processing including:

- Transmittal intake: track in Excel or other file management software, scan into workflow, pull files/prep for attorneys
- Monitor requested due dates
- Update work flow spreadsheets
- Close out transmittals: scan into e-file, route to departments, update spreadsheets

**COUNCIL AGENDA:**

- Notify Parish President's office of all ordinances/resolutions prepared by the Civil Division to be included on the agenda
- Gather approved ordinances/resolutions along with backup documentation, draft Parish Council-Person email notifications
- Break-down Agenda packet from the Parish Council into Civil Division's Agenda folders and other subfolders for Agenda Review meeting and Council meeting
- File away after meeting's conclusion
- Request certified copies of the Civil Division's items and enter into e-file or other management software and physical file

**GENERAL OFFICE DUTIES:**

- Schedule and maintain office calendars as directed
- Assist with daily Civil Division operations
- Process Civil Division paperwork and electronic documentation
- Oversee office equipment: contracts/maintenance/tech support
- Track contracts and route to Parish CAO and Parish Administration
- Act as IT Liaison and Facilities Liaison

**Competencies:** Employee must be able to operate basic office equipment, office computer, and other specialty equipment needed for the position, and work independently as well as part of a team. Knowledge of: Microsoft Office Suite to include Word, Excel, Outlook. Knowledge of MUNIS software

system a plus. Employee must have excellent organizational and time management skills, excellent oral and written communication skills, communicate effectively and possess excellent customer service and interpersonal skills.

**Work Environment:** The primary duties of this position are performed in a professional 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 – 45lbs).
- Ability to frequently bend, stoop, and climb.
- Ability to work for extended periods of time at a keyboard or workstation.
- 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.

**Required Education/Qualifications:** Minimum High School education – Minimum 4 years prior professional office experience required.

**Desired Qualifications:** (1) Knowledge of St. Tammany Parish Government operations and departments a plus. (2) Experience working within an environment requiring strict confidentiality on certain confidential legal matters.

**Position Meeting Attendance Requirements:** The incumbent may occasionally be required to attend meetings before, during, and after business hours.

**Job Posting Termination Date:** The posting for this employment opportunity will end at the close of business on Friday, January 11, 2019.

**Executive Secretary Skills and Qualifications:**

Documentation Skills, including data input, Meeting Planning, Telephone Skills, Office Experience - General, PC Proficiency, Word and/or WordPerfect proficiency, Excel Spreadsheet Proficiency, Verbal Communication, Internal Communications, Dependability, Professionalism, Interpersonal Skills.

**Salary Range**

Starting salary commensurate with experience --with parish benefits, paid health for employee, parish retirement benefits.

**The District Attorney's Office, 22<sup>nd</sup> 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.**