Job Description: ADMINISTRATIVE ASSISTANT (DISTRICT ATTORNEY)

CLASS NO. 1103 **EEOC CATEGORY:** Paraprofessionals

PAY GROUP: 18 **FLSA:** Exempt

SUMMARY OF POSITION

Legal secretary for the District Attorney's Office. Includes supervision of secretarial staff, preparation of documents for criminal and civil cases and office management.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney; may receive assignments from the Assistant District Attorney.

2. Directs: This is a supervisory position.

3. Other: Works closely with law enforcement personnel, attorneys, judges, probation and parole officers, and the general public. Maintain good working relationship with co-workers and supervisors.

EXAMPLES OF WORK

Essential Duties:

Prepares indictments and dockets, and issues subpoenas in Grand Jury cases. Notify Grand Jurors of upcoming meetings;

Prepare Writs to bring back Federal prisoners who have cases pending in Chambers County;

Prepare Asset Forfeiture petitions, discovery, default judgments, agreed judgments and summary judgments in forfeiture cases;

Forwards citations to the appropriate law enforcement agency for service in forfeiture cases;

Prepare Motion to Revoke Probation petitions;

Prepare files, correspondence and extensions for Appeals. Apprise Prosecutors of their deadline to file briefs with the Court of Appeals.

Greets the general public, answers questions, and directs to the appropriate party as necessary;

Prepares Request for Payment of all District Attorney's statements in a timely manner;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved 8/28/2012

Prepares petitions, plea papers, and dismissals as require when petitions to revoke are filed;

Prepares annual audit for the District Attorney's Asset Seizure report as required by the Attorney General's Office;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: legal, courtroom, and county procedures; legal terminology and office management procedures.

Skill/Ability to: supervise employees, make sound decisions, prepare legal documents accurately; operate standard office equipment, maintain good working relationship with co-workers, supervisors, other county employees, employees of outside law enforcement agencies and the general public; and maintain appropriate certifications if necessary.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; plus at least five years legal experience, including experience in office management/administration;

And/or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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