WINNEBAGO COUNTY
POSITION DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT

DEPARTMENT: DISTRICT ATTORNEY

DATE:

POSITION PURPOSE: PROVIDES SECRETARIAL AND CLERICAL
ASSISTANCE TO THE DISTRICT ATTORNEY

POSITION IN ORGANIZATION: REPORTS TO SUPPORT SERVICES SUPERVISOR

MAJOR DUTIES

1. Provides overall responsibility of case management for the District Attorney.

2. Types and maintains files for various correspondence, reports, and forms which may be of a confidential nature, including background and internal investigations.

3. Takes minutes and transcribes minutes of various district attorney office meetings. Assists the District Attorney with research and preparation of reports requested by various committees.

4. Maintains files for Polices and Procedures and Rules of Conduct. Ensures that all changes made to a policy gets approval before they go into effect.

5. Maintains files for department teams.

6. Serves as primary contact person for department intern’s schedules and records.

7. Performs a wide variety of administrative duties related to the departments Alternative Intelligence Team and the Diversion Programs.

8. Enters data and prepares confidential and other general reports as requested, including but not limited to performance/outcome based data utilizing electronic tools such as Microsoft Excel and query tools.

9. Assists the Program Coordinator with conducting scheduled and drop-in diversion program interviews to determine the persons eligibility.

10. Attends and represents the department on internal and external county committees or specific groups on a regular basis as assigned by the Office Administrator.

11. Provides regular, ongoing back-up duties to other support and team employees as assigned by the Office Administrator.
12. Provides a superior and professional level of customer service to internal departmental staff and to citizens.

13. Provides primary back-up to the program Coordinator, to include but not limited to conducting interviews, both entrance and exit, for all department diversion programs, as assigned by the Office Administrator to ensure continuous staff coverage. Such duty may include hours worked outside of the regular department hours.

14. Assists in the facilitation of internal department efforts to develop content for the District Attorney’s Office website in accordance with the County-wide approved format.

10. Performs miscellaneous filings as required.

12. Performs other secretarial responsibilities as needed.

13. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures that support staff duties are provided in an efficient and timely manner

2. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.

3. Ensures that all individuals are assisted promptly and courteously.

GENERAL QUALIFICATIONS

1. Possess thorough knowledge of office terminology, practices, procedures, and equipment.

2. Ability to type accurately at a rate of 50 wpm using the typewriter or computer.

3. Ability to use and learn various computer software applications.

4. Ability to operate transcription equipment.

5. Ability to take and transcribe dictation proficiently at a reasonable rate of speed.

6. Ability to file information properly and consistently.

7. Ability to operate various office copy machines and equipment.

8. Ability to work under limited supervision and assume responsibility for case needs.

9. Possess excellent oral and written communication skills.

10. Possess good organizational skills.
11. Ability to multi-task.

12. Possess an absolute ability to maintain a high level of discretion and confidentiality.

13. Ability to establish and maintain effective and cordial working relationships with fellow employees.

14. Ability to deal effectively and cordially with the general public.

15. 2 year Associates/Technical Degree as a Legal Administrative Assistant, a Paralegal or related experience in a legal setting preferred.