

Baxter County Secretary-Public Defender Job Description

Exempt: No
Department: Public Defender
Reports To: Public Defender-Managing Attorney
Location: Baxter County Courthouse
Date Prepared: January 23, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The secretary/administrative assistant works under the general supervision and direction of the Legal Support Specialist. The secretary/administrative assistant is responsible for performing a variety of tasks that are standard or regular support duties within a public defender office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promptly and courteously answers incoming calls, direct calls, takes and transmits messages.
2. Greets clients and visitors and provides assistance.
3. Receives, sorts, and distributes various mail and correspondence to appropriate personnel.
4. Prepares outgoing mail.
5. Photocopies various documents and ensures appropriate safeguard of such documents related to attorney/client confidentiality.
6. Performs tasks using standard office equipment and computer programs to prepare documents, correspondence and reports.
7. Answers written or oral inquiries of a routine nature.
8. Schedules office appointments and communicates appointment to appropriate parties.
9. Maintains inventory of office supplies.
10. Attends court as required.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Not indicated.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry, Contact Management

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Interrelationships: Judges, case coordinators, court reporters, prosecuting attorneys, legal assistants, general public

SPECIAL KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of computers and software applications, including but not limited to Microsoft Word, Access, Excel and Adobe
- Knowledge of filing and record keeping procedures and statistics
- Ability to perform data entry, typing and word processing
- Ability to comprehend and assimilate legal related documents
- Ability to follow policies and procedures and other applicable regulations
- Must observe strict standards of confidentiality in performing all duties within the office

PERFORMANCE STANDARDS:

Satisfactory performance will be achieved by continued proficiency in computer skills; always being helpful, professional and courteous while accepting phone calls and speaking with the public. Must ensure accuracy in relaying messages while maintaining confidentiality of internal and personnel issues. Must be able to perform tasks with minimal supervision and manage functions of office without encroaching on supervisor's responsibilities.

POSITION QUALIFICATIONS:

- Education: High School Diploma or equivalent
- Skills: Basic knowledge of clerical functions in an office setting
- Other job-related education and/or experience may be substituted for all or part of the basic requirements

WORKING CONDITIONS:

- Limited travel required
- Must have the ability to lift up to 25 lbs.
- Must be able to get up and down several times a day
- Job will also have times where prolonged sitting at a desk will be required