

**NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE SPECIALIST
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: OFFICE MANAGER

JOB CODE:
DATE: 05092019

JOB SUMMARY:

Provides a wide range of moderately complex clerical, administrative, data entry and record control duties in support of District Attorney's Office.

ESSENTIAL JOB FUNCTIONS:

Receives legal paperwork from other departments; analyzes and processes according to office procedures.

Provides information, by telephone and in person to the public and other parties to court proceedings.

Prepares and distributes court notices, subpoenas and calendars.

Receives and disseminates confidential information to assist and support office in court proceedings

Responds to questions via telephone and email and interacts with the public to respond to inquiries and requests by giving information about policies, guidelines, procedures, and status of departmental activities.

Maintaining inventory of all forms; ensuring sufficient supply of forms are available as needed.

Maintains telephone lists, email addresses and contact information of all attorneys, agencies and providers appearing in court.

Performs other related duties as assigned.

Complies with all state and federal laws as relates to confidentiality and protected information.

MATERIAL AND EQUIPMENT USED:

Computer and peripheral equipment
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following minimum requirements:

Education and Experience:

High School diploma or GED; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Operations, procedures, and policies of the court system.

General office procedures, policies and practices, as well as considerable knowledge of the use of personal computers /computer terminals and other general office equipment.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Applicable state, federal and local laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

Computer applications related to the work.

Skill In:

Operating complex computer programs.

Typing at a minimum rate of 45 WPM.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Analyzing and resolving office administrative situations and problems.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities to:

Work with details and maintain an extremely high degree of accuracy.

Maintain a courteous and tactful presence under stressful situations.

Maintain effective working relationships with supervisors, associates and other personnel.

Perform basic mathematical calculations.

Learn complex document processing and filing procedures and research appropriate procedures for unusual situations.

Compose routine correspondence.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.