

## **Job Description**

**Job Title:** Prosecutor Assistant

**Date Last Revised:** December 28, 2018

**Department:** Prosecutor's Office

**Reports to:** Prosecuting Attorney

### **Job Summary**

Provides legal assistant services in civil and criminal proceedings.

### **Duties and Responsibilities**

- Prepare drafts, proof reading and finalizing of legal documents for review for attorney's or the courts.
- Initiate legal documents for Prosecutor signature
- Prepare documents as assigned for court
- Communicate with probation officers or other appropriate parties
- Provide support for Prosecuting Attorney including scheduling court appearances, meetings, etc.
- Maintain calendar for meetings and court appearances
- Perform administrative assistant duties as required
- Make travel and lodging arrangements as required.
- Answer telephone for Prosecutors office and route as needed or follow-up as required.
- Must maintain strict confidentiality in all instances
- Assist in preparation of annual fiscal budget for Prosecutor's office.
- Prepare vouchers for payment and route to Deputy Auditor
- Other duties as assigned.

### **Qualifications**

- High School degree or equivalent. Those with legal college courses will have preference.
- Excellent typing and proof reading skills
- Computer and word processing skills, including internet
- Ability to prioritize multiple tasks
- Ability to work with minimum supervision
- Exceptional public relation skills
- Exceptional written and verbal communication skills
- Ability to perform essential duties with or without reasonable accommodations, efficiently and accurately
- All applicants will be subject to a background check

### **Typical Physical Requirements**

- Sitting with intermittent moving in an office environment.
- Climbing stairs, office is on the 2<sup>nd</sup> floor
- Manual dexterity to perform office functions.
- Lifting, occasionally up to 50 pounds for filing boxes