



## JOB DESCRIPTION

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**JOB TITLE:** District Attorney Secretary/Clerk (Part Time)

**DEPARTMENT:** Potter County District Attorney

**SUPERVISOR'S TITLE:** Potter County District Attorney

**JOB CLASS:** Union Class III, Level 3

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### DISTRICT ATTORNEY SECRETARY/CLERK

#### GENERAL DESCRIPTION

The Part Time District Attorney Secretary/Clerk is a complex secretarial position which involves processing of computer generated documents, as well as typing, processing and transcription of dictated documents, correspondence, contracts, forms and reports. The Part Time District Attorney Secretary/Clerk performs complex secretarial functions which require the utilization of a broad range of computer skills to process. Other tasks to perform, but not limited to: correspondence, reports, offers and agreements and data bases. This position also requires file management and scheduling.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Part Time District Attorney Secretary/Clerk must be reliable, have exceptional public relations skills, organizational skills, data entry skills, and be fully able to fulfill responsibilities that ensure professional and efficient operations of the District Attorney office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintenance of filing systems and records/bookkeeping;
- Preparation of various court documents which include mediums, memos, reports, motions, praecipes, subpoenas, extraditions and Interstate Agreement of Detainers paperwork, both in draft and final form;
- Interface with various computer programs;
- Familiarity with business telephone systems;
- Scheduling and coordination of hearings, trials and jury selection schedules with the Court Administrator and District Justices' offices;
- Collect and organize documents for trial preparation;
- Attend necessary meetings and keep records of attendance and minutes;
- Initiation of expungement requests;
- Entering information into tickler system and reports.



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GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- Provide secretarial assistance to one or more individuals;
- Interactions with the public and court-related officials through face-to-face contact, telephone, and other means of communication;
- Courteous and reliable responses to inquiries from the public, litigants, attorneys, law enforcement officials and all others;
- Responsible for grammatical accuracy and proofreading any and all aspects of complex secretarial assignments;
- Preparation and formatting layout of materials, booklets, pamphlets, letterhead, etc., for submission to a publisher and/or printer;
- Other responsibilities and/or duties as assigned or requested.

### QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to become familiar with criminal procedures;
- Ability to make sound, independent decisions relative to which procedure must be followed to ensure completion of a task correctly;
- Ability to file, accounting, and reviewing compliance with computer generated reports;
- Ability to prioritize tasks and duties;
- Must be able to multi-task;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;
- General knowledge in operation of office equipment.

EDUCATION, EXPERIENCE AND TRAINING:

- High School diploma or equivalency with a minimum of one (1) course or 3 years' experience in typing/keyboarding;
- Phone systems;
- Computer literacy and keyboarding abilities;
- Familiarity with computer generated programs;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;



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- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

### ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.

### HOURS:

- Work days to be determined by District Attorney 8:30 am – 4:30 pm with 1 hour for lunch  
21 hour work week as directed by District Attorney; not to exceed 1,000 hours annually