



JOB DESCRIPTION

JOB TITLE: Administrative Assistance

DEPARTMENT: Potter County Public Defender

SUPERVISOR'S TITLE: Potter County Public Defender

JOB CLASS: Union Class IV, Level 4

Administrative Assistant

GENERAL DESCRIPTION

The Public Defender Administrative Assistant is a complex secretarial-administrative position which involves processing of computer-generated documents, as well as typing, processing and transcription of dictated documents, correspondence, contracts, forms and reports. Other tasks performed but not limited to a broad range of computer skills; create databases, case law, reports, correspondence and agreements.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Public Defender Administrative Assistance must be reliable, have exceptional public relations skills, supervisory ability, organizational skills, data entry skills, and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Public Defender's Office.

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

- Maintenance of filing systems and records;
- Preparation of various court documents which include mediums, memos, reports, motions, and praecipes, subpoenas;
- Interface with various computer programs such as AOPC and CPCMS;
- Scheduling and coordination of hearings, trials and jury selections schedules with the Court Administrator and District Justices' offices;
- Collection and organize documents for trial preparation;

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

- Responsible for management and coordination of the day to day operations of the Public Defender's Office and adhering to policy and processing standards.
- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- Interactions with the public and court-related officials through face-to-face contact, telephone, and other means of communication;
- Responsible for grammatical accuracy and proofreading any and all aspects of the administrative and research assignments;
- Prepare Check Requests for Petty Cash and log/balance weekly;
- Other responsibilities and/or duties as assigned or requested.

QUALIFICATION REQUIREMENTS



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KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to become familiar with criminal;
- 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; duties and multi-task;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;
- General knowledge of various office equipment.

EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Computer literacy and keyboarding abilities;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem-solving skills;
- Familiarity with computer generated programs AOPC and CPCMS is a plus;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- 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;
- FBI Criminal History check

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35 – 40-hour work week as directed by the Public Defender; Overtime as needed and approved;

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.