

## Florence County Job Description

**Position Title:** Administrative Assistant  
**Department:** District Attorney's Office  
**Reports To:** District Attorney  
**FLSA Status:** Full-Time (35 hours per week)/Non-Exempt  
**Salary Range:** \$18.00  
**Salary Grade/Level:** 9

### Position Summary:

The District Attorney Administrative Assistant position performs secretarial support to the Florence County District Attorney.

### Essential Functions:

- Serves as personal secretary to the District Attorney, which includes the composition of letters in response to routine inquires for information, answering routine questions from general public and other related office duties.
- Prepares correspondence and legal documents.
- Prepares budget of Florence County's District Attorney's Office and monitors expenditures.
- Scheduled, arranges meetings, conferences and appointments for the District Attorney.
- Review files and arrests made by law enforcement and process appropriate paperwork for the District Attorney.
- Maintain files of correspondence, documents and records.
- Provide discovery to defense attorneys upon request.
- Prepare bills and submit to county clerk on a monthly basis.
- Prepare bills and maintain records of payment for discovery requests.
- Subpoena victims and witnesses for court proceedings.
- Run criminal histories on defendants for the District Attorney to review.
- Maintain roll of TIME Agency Coordinator and maintain TIME System certification.
- Order office supplies.
- Other duties as assigned.

### Supervisory Requirements:

- N/A

### Education:

- High school diploma or GED.

### Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to work and make independent decisions on a daily basis.
- Knowledge of the criminal justice system and courtroom procedures, and legal terminology.
- Ability to relate to individuals from various socio-economic backgrounds.
- Ability to plan, organize and prioritize work tasks and maintain appropriate records and documents.
- Ability to prepare, comprehend, and interpret a variety of legal documents and reports.
- Ability to maintain financial records and prepare reports for such records.
- Ability to communicate effectively both orally and in writing.
- Ability to work with confidential records and keep confidentiality.
- Strong computer skills.

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- Ability to deal with high stress situations and sensitive cases.
- Significant communication skills required to communicate with attorneys, professionals and the public about victim services.
- Ability to travel to in-state trainings as required.
- Must possess a valid Wisconsin driver's license and have access to reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### Physical Requirements:

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### Residency Requirement:

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### Work Environment:

- Office environment. Minimal noise level.
- Regularly exposed to outside weather conditions.

### Employee Acknowledgement:

I acknowledge that I have received a copy of the Administrative Assistant for District Attorney job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name