

Administrative Support

Oneida County District Attorney's Office is accepting applications for an Administrative Support position. This position performs varied secretarial and administrative tasks using independent judgment and interviewing skills in application of District Attorney procedures. This person has significant public contact, requiring patience, understanding and tact and must be able to perform duties under time constraints to meet court deadlines. This full-time (37.5 hours per week) position has a starting hourly wage of \$15.50 to \$16.38 based on previous experience and education and includes an excellent fringe benefit package.

Qualified candidate must be a high school graduate or equivalent; requires one year (24 credits) post high school education in Administrative Assistant, Secretarial Science or related; legal knowledge and understanding of court proceedings; ability to type 60 wpm; knowledge of computer hardware, software and accessories.

Complete job description and ***required*** Oneida County application are available at the Northern Advantage Job Service, 51A N. Brown Street, Rhineland, WI 54501 (715-365-1500) or at www.oneida.wi.gov. Completed applications, resumes and college transcripts are due to the Job Service Office **by Monday, July 9, 2018 at 9:00 a.m.**

ONEIDA COUNTY Job Description

Job Title: Secretary II
Department: District Attorney
Reports To: District Attorney
FLSA Status: Nonexempt
Prepared By: Michael Schiek, District Attorney
Approved Date: April 2014
Approved By: Lisa Charbarneau, HR Director
Approved Date: April 2014
Reviewed Date: _____

SUMMARY The person in this full-time position performs varied secretarial and administrative tasks using independent judgement in the application of District Attorney procedures. This person has significant public contact requiring patience, understanding and tact and must be able to perform duties under time constraints to meet court deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists with drafting criminal complaints and answering questions.

Types letters, memos, reports, legal documents, forms and other materials from rough draft, clear copy or dictation including but not limited to criminal complaints, stipulations and orders, routine replies to general inquiries and legal briefs.

Coordinates calendar and pulls files for pre trials and jury trials for District Attorney and Assistant District Attorneys to review.

Sorts, indexes and files records and related materials.

Prepares discovery letters and copies files to send to attorneys or defendants when discovery demands are received.

Serves as receptionist, answering telephones, taking messages, scheduling appointments using master calendar and furnishing requested information.

Compiles data and information for department records and organizes information into clear, concise and detailed reports.

Operates and maintains office equipment.

Any other duty as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to type 60 wpm.

Knowledge of computer hardware, software and accessories.

Ability to set up and maintain accurate records and files.

Ability to plan, organize and schedule priorities effectively.

EDUCATION and/or EXPERIENCE

High School Degree with course work in typing, word processing, dictation, bookkeeping and secretarial science. One year post high school education in an Administrative Assistant or Secretarial Science program or related area.

LANGUAGE SKILLS

Good oral and written communication skills

MATHEMATICAL SKILLS

Basic math including adding, subtracting, multiplying and dividing.

REASONING ABILITY

Ability to interview clients to obtain complete information.

Ability to make sound judgements based on available information.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.