

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Status : Non - Exempt

NATURE OF WORK:

Provides assistance to the Commonwealth's Attorney and Deputy Commonwealth's Attorney with all criminal cases prosecuted. This includes opening files, compiling subpoenas, ordering criminal or traffic records, sending to defendants' attorneys requested discovery, completing reports for the Compensation Board, making budgets for the Compensation Board and Northampton County, conversing with defense attorneys regarding cases and with witnesses in cases prosecuted, assisting with scheduling court dates in the General District Court, the Juvenile & Domestic Relations Court and the Circuit Court.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides assistance to the Commonwealth's Attorney and Deputy Commonwealth's Attorney in order to adequately prosecute criminal cases. Included in these duties is opening new files, contacting victims, preparing subpoenas, completing various court documents such as probation revocations, scheduling court dates, completing various state forms necessary to transport criminals, general office duties such as picking up mail, ordering supplies, completing jury instructions, keeping an updated list of all open cases, insuring that deadlines are met and filings are timely made, filing certificate of analyses in a timely manner, etc.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment to include telephone, computer keyboard, copy machine, typewriter, calculator, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to deal with highly active office .

Competence with Microsoft Word.

MINIMUM QUALIFICATIONS:

Integrity, intelligence, energy and initiative.