

## **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**ADMINISTRATIVE ASSISTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative work associated with processing information/documentation in support of the District Attorney's Office.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Opens and maintains case files; logs warrants and citations into computer; prepares indictments, accusations, subpoenas, court notices, and files court paper with the Clerk of Superior Court.

Prepares calendar for plea conference hearings, grand jury proceedings, arraignments, and plea and motion hearings; maintains court calendar.

Types general correspondence, legal documents and court papers; maintains office files.

Types production orders for transportation and detainment of inmates in the prison system.

Assists investigator in preparing cases for trial; orders medical records, habitual violator packages, and certified copies of prior convictions in other counties; reads incident reports and type defendants' statements; prepares witness list of witnesses on call.

Types warrant dismissals and files with the Clerk of Superior Court.

Transcribes taped interviews and legal documents.

Copies and distributes grand jury handbooks as needed.

Prepares case files for closing by preparing dismissals, recording final case dispositions, and filling closed records.

Types notices, consent agreements, accusations, and PAC forms related to the Office of Fraud and Abuse for welfare recipients.

Serves as office receptionist; screens all incoming calls and office visitors for staff, distributes incoming and outgoing mail, and provides routine information to the public while adhering to the confidentiality standards of the office.

Prepares and develops materials special legal topics training for: juvenile law, elder law, and white collar crime.

Maintains an adequate inventory of office supplies; runs errands as needed.

Trains new secretaries as needed.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes legal office work, office management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the knowledge of legal terminology and legal documents. Must be familiar with criminal case procedures and policies.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.