

Kendall County State's Attorney's Office
Job Description
Administrative Assistant

Job Title: Administrative Assistant
Status: FLSA Non-Exempt
Reports to: State's Attorney and Chief of Administration
Effective Date: September 14, 2022

SUMMARY:

Provides clerical assistance to attorneys and staff in the Kendall County State's Attorney's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handles confidential matters daily relating to all divisions of the Kendall County State's Attorney's Office.
- Greets and screens visitors who walk into the Kendall County State's Attorney's Office.
- Types warrants, summonses, subpoenas, informations, writs, indictments, petitions to revoke, eavesdropping orders, and other legal documents.
- Composes and edits routine correspondence.
- Takes and transcribes dictation.
- Obtains information utilizing County and State computer terminals.
- Prepares, copies, and maintains a variety of office files and records including files of arrest warrants, records on felonies, misdemeanor and traffic cases, neglect and abuse cases, forfeiture proceedings, child support cases, civil cases, etc.
- Responsible for filing documents, pulling files from storage and putting files away in storage.
- Requests documents and reports from law enforcement and other governmental agencies.
- Answers incoming telephone calls; screens incoming calls and determines where to direct calls; and takes telephone messages for staff.
- Provides general information to the public.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes, and other documents to staff in the Kendall County State's Attorney's Office.
- Complies with all applicable federal and state laws, regulations and Office policies and procedures regarding or relating to assigned job duties.
- Serves as back-up for other administrative assistants in the office.
- Maintains regular attendance and punctuality.
- Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- Previous Law Office experience is preferred.
- High school diploma or general education degree (GED) is required.
- Some secretarial education training in word processing and computer preferred.
- A minimum of one (1) year of experience or equivalent combination of education and experience in administrative assistant duties.
- Requires knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology.
- Requires skill in operating a personal computer, word processing software, and typewriter and in oral communication.
- May require skill in transcribing.

B. LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, correspondence, and memos.
- Ability to write correspondence.
- Ability to effectively present information in one-on-one and small group situations to the general public, co-workers and other employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

D. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Certified as an Illinois Notary Public (must be obtained within the first 90 days of employment).
- LEADS certified (must be obtained within the first 90 days of employment)
- Other certificates and registrations as required for the specific secretarial duties performed.

PHYSICAL DEMANDS:

- Employee must occasionally stand and bend.
- Employee must occasionally be able to walk to courtrooms and other offices in the building.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must frequently lift and/or move up to 10 pounds and must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Potential problems may exist with victims, witnesses, clients, attorneys, or defendants, and employee may be exposed to stressful situations.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours and while on call, which may require the employee to perform assigned duties outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Signature

Date