



Administrative Associate – Legal
Commonwealth Attorney's Office

Position # : CWA 305
FLSA: Non-Exempt
Grade: 15

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Commonwealth Attorney's Office.

MAJOR DUTIES

- Provides customer services; answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
- Prepares memoranda, letters, email and other correspondence.
- Assists in preparing for Grand Jury proceedings; prepares indictments; prepares files; schedules trials.
- Prepares files and documentation of trials, subpoenas, police reports, etc.
- Answers Motions for Discovery from defense attorneys.
- Gathers and processes police reports.
- Date stamps, sorts and distributes incoming mail.
- Maintains office supply inventory; requisitions supplies as needed.
- Coordinates the maintenance of office equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of court policies and procedures.
- Knowledge of the legal system.

- Knowledge of paralegal principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Commonwealth's Attorney assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of Commonwealth Attorney's Office. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, defendants, victims, witnesses, attorneys, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.