

CLAY COUNTY ATTORNEY'S OFFICE

JOB DESCRIPTION: COLLECTIONS and OFFICE ASSISTANT

SUPERVISION: Under direct supervision of the County Attorney staff

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES: Applicant with legal experience preferred, but not required; computer skills necessary and the successful applicant should possess a positive attitude, happy demeanor and a genuine interest in people; the desire to learn and share information as it relates to all facets of the County Attorney's office; the ability to communicate clearly, listen carefully and perform tasks correctly and with efficiency; must be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

Applicant must possess the following knowledge, skills and abilities to perform the essential functions of the job, with or without reasonable accommodation:

DESCRIPTION OF DUTIES:

1. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
2. Meet, greet and serve the public with tact and courtesy.
3. Knowledge of proper English and grammar, including business writing techniques.
4. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone.
5. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
6. Perform a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming office mail in order to distribute to appropriate staff following established guidelines.
7. Perform duties to facilitate the collection of delinquent fines.
8. Process pleadings and maintain magistrate court calendar and cases.
9. Because of access to financial and personal information, it is necessary to maintain such knowledge in confidence. (Personal integrity and honesty is paramount).
10. Ability to work under pressure and meet deadlines.
11. Ability to cooperate with other staff members to accomplish tasks in the Attorneys' absence.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Must occasionally lift books or boxes of paper weighing up to 20 pounds. Deposition and trial responsibilities may require occasional work outside the 8:00 to 4:30 timeframe.

1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. The County Attorney reserves the right to change or reassign job duties or combine positions at any time.
4. Benefits to include:
 - a. IPERS
 - b. Insurance to include single and family plans – dental and vision plans - after completing 30 days
 - c. Two personal days per calendar year
 - d. Accrual of sick days at 15 hours per month
 - e. Paid vacation after one year

Clay County 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.

Employee Acknowledgement

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee Signature: _____ Supervisor Signature _____

Date: _____

Date: _____