

CLAY COUNTY ATTORNEY'S OFFICE

JOB DESCRIPTION: CRIME VICTIM/WITNESS COORDINATOR; OFFICE ASSISTANT

SUPERVISION: Under direct supervision of the County Attorney staff

EXPERIENCE: A positive attitude, happy demeanor and a genuine interest in people is necessary. 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, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

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. Computer knowledge and proficiency is a must—will train on specific software used within the office.
4. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
5. 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.
6. Assist victims of crimes in compiling accurate restitution information, registering victims, meeting and preparing for depositions and trial. Compassion and a respect for confidentiality is a must.
7. Because of access to financial and personal information, it is necessary to maintain such knowledge in confidence. Personal integrity and honesty is paramount.
8. Ability to work under pressure and meet deadlines.
9. 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 25 pounds. Deposition and trial responsibilities require occasional after hours work hours.

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.

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: _____