

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Prosecutor **Unit:** Clerical
Name: **Position Title:** Administrative Secretary
Class Title: Administrative Secretary **Class Number:**

Dept./Div.: Prosecutor **Civil Service Status:** Unclassified
Reports To: Prosecutor **Employment Status:** Full-time
Pay: Resolution **FLSA Status:** Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or experience in legal secretarial or business, or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio vehicle operator's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Passenger vehicle, computer, typewriter, telephone, copier, fax

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Periodic -Contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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POSITION DESCRIPTION

Agency: Prosecutor **Unit:** Clerical
Name: **Position Title:** Administrative Secretary
Class Title: Administrative Secretary **Class Number:**
Supervisor's Title: Prosecutor **Number:**

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

40% (1) Performs administrative secretarial functions for Prosecutor and Assistant Prosecutors; prepares discoveries, plea forms, motions and orders; files paperwork with the clerk of courts and juvenile court; maintains daily calendar; prepares and executes subpoenas for trials and hearings; enters motions and hearing notices into database program; keep files organized and filed. Pull Juvenile Court files for the daily docket and prepares unruly complaints for attendance officers from local schools and general public. Docket filed paperwork into "cops" database.

(1) **Knowledge of:** (a)*; (b); (c); (d); (e); (f).
Ability to: (g); (h); (i); (j); (k).

20% (2) Performs clerical functions; answers telephone; assists general public; greets and directs visitors; prepares correspondence, forms, reports and other documents; receives and processes applications and other filed documents; makes copies; opens, reviews and distributes mail. Retrieves docket from clerk's office, fax to advocate office, and pulls files for both the Prosecutor and Assistant Prosecutor. Coordinates preventive maintenance for fax/copier machine; keeps supply room organized and supply list updated; general office filing. Occasionally enters purchase orders and invoices into financial accounting system.

(2) **Knowledge of:** (a)*; (c); (d).
Skill in: (l); (m).
Ability to: (g); (i); (j); (n)*; (o); (p).

20% (3) Enters felony cases into database program; calculates speedy trial time; sends final judgment entry to Law Enforcement; organizes and consolidates files.

(3) **Knowledge of:** (a)*; (d); (q); (r); (s).
Ability to: (g); (h); (i); (j); (n)*.

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

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Agency:	Prosecutor	Unit:	Judicial Services
Name:		Position Title:	Administrative Secretary
Class Title:	Administrative Secretary	Class Number:	

20% (4) Prepares indictments, warrants and summons, gathers appropriate signatures and files; prepare bond and arraignment forms; assist law enforcement with grand jury subpoenas (evidence); prepare and execute forfeiture entries; prepare and execute destruction orders; orders to release evidences and other miscellaneous orders for law enforcement; gathers evidence and maintains evidence log; enters case hearings on Prosecutor's calendar; files cases; maintain and update forms and reports for the database program; assists County Court with discovery, motions, forms, etc. and file management.

(4) **Knowledge of:** (a)*; (d); (r); (s).
 Skill in: (l); (m).
 Ability to: (g); (h); (i); (j); (n)*; (o).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as directed.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (a) organizational policies and procedures*; (b) fiduciary accounting; (c) bookkeeping; (d) office practices and procedures; (e) supervision; (f) juvenile law--procedures and rules of civil procedure, probate law--rules of civil procedure; (q) courtroom procedures; (r) justice system; (s) records preparation and management.

Skill in: (l) computer operation; (m) typing.

Ability to: (g) carry out detailed but basic written or oral instructions; (h) deal with problems involving several variables in familiar context; (i) communicate effectively; (j) develop and maintain effective working relationships; (k) resolve complaints; (n) maintain records according to established procedures*; (o) prepare accurate documentation; (p) add, subtract, multiply and divide whole numbers*.