**SUMMARY**

This is a full-time administrative position with varied assignments and responsibilities. Requirements include: excellent typing skills, filing, interpersonal relationship skills, the ability to accurately type reports, correspondence with the court and attorneys, and operate computers. Independent judgment and self-motivation are requirements. The person in this position reports to the Prosecutor and Support Services Captain or his or her designee for work assignments**.** Some aspects of the duties are of a highly sensitive nature. This position requires a great deal of discretion and high level of confidentiality**.** It is preferred the employee in this position has a background in the legal profession or has had legal training or a certificate. As time permits, this position will also cross-train with the Administrative Assistant II to the Police Chief to ensure continuity of service.

This list below details typical tasks and requirements of the position, but is not intended to be all-inclusive.

**PRIMARY RESPONSIBILITIES – 90%**

1. Assisting the public, law enforcement, attorneys, victims, defendants and other agencies, by phone, email or mail, with requests for documents, information, and clarification of prosecution case files;
2. Enter hearing dates into Prosecutors calendars and IMC;
3. Compiling and mailing of discovery and invoices;
4. Compiling and mailing of felony cases to the Country Attorney’s office;
5. Collecting and tracking restitution from defendants and relaying same to victims;
6. Compiling court statistics;
7. Managing archives and the closure of files;
8. Compiling fingerprint cards and submitting to State;
9. Subpoenaing witnesses, victims and Officers from Town of Milford Police Department;
10. Tracking the subpoenas and service of documents from other agencies that are sent to the Prosecutors office/Milford Police Department;
11. Communicating with the County Attorney’s Office on our active felony cases;
12. Communicating with the District Court about upcoming court dates and case files;
13. Tracking of the scheduled arraignment date;
14. Maintaining the record of the Intoxilyzer and Radar units and officer certifications and compiling those when necessary for discovery;
15. Updating of annulled records and purging of records;
16. Assisting the Detective’s Division by maintaining an evidence destruction list and a drug destruction list for every closed file;
17. Assisting in responding to correspondence from other agencies, defendants, victims and attorneys;
18. Organizing and review of incoming mail;
19. Preparation of outgoing mail;
20. Manage court mail
21. Tracking all deadlines;
22. Requesting documentation and criminal histories from dispatch;
23. Notifying Officers of signed arrest warrants and organizing them for service;
24. Reviewing and processing all arrest files to prepare for review by the Prosecutor;
25. Maintaining the juvenile files; including all deadlines and their confidentiality;
26. Maintain the prosecution office area in a neat and orderly fashion; and
27. Any and all other responsibilities delegated by the Prosecutor on a daily basis.
28. Manage and post court dates and hearings.

**GENERAL DUTIES AND RESPONSIBILITIES – 10%**

1. Operate and have thorough knowledge of all business office machines and the telephone system.
2. Act as a receptionist and answer questions of the general public in person, by telephone, or email.
3. Perform related clerical duties to include transcriptions in other areas of offices when required, to know and understand Departmental rules, regulations, and procedures in a manner to recognize and recommend appropriate actions.
4. Maintain departmental files and records in an orderly fashion.
5. Process copy work requests and billing as necessary.
6. Answer questions of the public and, if required, direct them to the proper authority.
7. Receive and document payments, charges, and account receivables as required.
8. Have knowledge of Departmental and Town data processing functions.
9. Have a thorough knowledge of Town governmental operations, recognizing appropriate authorities, and directing persons to responsible areas of government.
10. Be capable of typing efficiently and effectively.
11. Have a good knowledge of English, spelling, and arithmetic.
12. Prepare material for duplicating on copy and fax machines.
13. Have the ability to understand and carry out written and oral instructions.
14. Take corrective measures in hazardous or unsafe conditions, and report such incidents that are outside his or her control to the appropriate authority and shall correct or report any hazards or deficiencies in the building, equipment, or rights of way.
15. Communicate effectively, practically, and coherently with other individuals verbally, and in writing, as well as providing positive customer service to members of the public.
16. Have the ability to load paper and/ or ink into copy or fax machines.
17. Day to day supervision will be provided by the Support Services Captain or his/her Designee.

**PRIMARY PHYSICAL REQUIREMENTS**

1. Below is a list of physical requirements for the Administrative Assistant position;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LIFT up to 10 lbs.: | Frequently | |  | Twisting: | Occasionally |
| LIFT 11 to 25 lbs.: | Occasionally | |  | Bending: | Occasionally |
| LIFT 26 to 50 lbs.: | Seldom | |  | Crawling: | Seldom |
| LIFT over 50 lbs.: | Not Required | |  | Squatting: | Occasionally |
| CARRY up to 10 lbs.: | Frequently | |  | Kneeling: | Occasionally |
| CARRY 11 to 25 lbs.: | Occasionally | |  | Crouching: | Seldom |
| CARRY 26 to 50 lbs.: | Seldom | |  | Climbing: | Occasionally |
| CARRY over 50 lbs.: | Not Required | |  | Balancing: | Occasionally |
|  |  | |  |  |  |
| REACH above shoulder height: | | Occasionally | | | |
| REACH at shoulder height: | | Frequently | | | |
| REACH below shoulder height: | | Frequently | | | |
| PUSH/PULL: | | Occasionally | | | |

1. Hand Manipulation:

|  |  |
| --- | --- |
| Grasping: | Required |
| Handling: | Required |
| Torqueing: | Not Required |
| Typing: | Required |

1. Cognitive and Sensory Requirements:

|  |  |
| --- | --- |
| Talking: | Required |
| Hearing: | Required |
| Sight: | Required |
| Tasting & Smelling: | Not Required |

1. During an 8-hour day employees are required to:

**Consecutive Hours Total Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Consecutive Hours |  | Total Hours |  |
| Sit | 1 2 3 4 5 6 7 8 |  | 1 2 3 4 5 6 7 8 |  |
| Stand | 1 2 3 4 5 6 7 8 |  | 1 2 3 4 5 6 7 8 |  |
| Walk | 1 2 3 4 5 6 7 8 |  | 1 2 3 4 5 6 7 8 |  |

**QUALIFICATIONS**

1. High school diploma or equivalent.
2. Self-motivated individuals who can work on their own for long periods of time in an office environment.
3. Excellent typing skills.
4. A working knowledge of computer systems.
5. The ability to have good communication skills, verbal and written, to provide for positive customer service.
6. Preferred the employee in this position has a background in the legal profession, has had legal training or possesses a certificate.

JOB DESCRIPTION FOR PROSECUTION ADMINISTRATIVE ASSISTANT II

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Signature Date