

Job Title: Administrative Specialist II
Department: County Attorney's Office
Classification: Grade 3
Reports to: County Attorney
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position performs administrative duties, manage, and maintain files, deliver quality customer service to the public, defense attorneys, work with court administration, operate all office equipment, computers, printers, fax machine. Provides accurate and timely reports and billing for attorneys, , municipalities, and state agencies.

Communicates with:

Internally – All legal staff.
Externally – Vendors and public.

Supervision:

N/A

Telecommute:

Not available

Essential Work Functions:

- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, taking complaints, taking detailed messages, and providing timely follow-up as needed.
- Performs complex administrative duties, including monitoring and ordering office supplies, preparing memos, and processing invoices and purchase orders for payment.
- Places on the calendar all civil and criminal cases and manages the calendars for all attorneys
- Manages billing for the office
- Prepare witnesses and exhibits for trials.
- Assemble case files for attorneys and scan closed files
- Sends court notifications to law enforcement and witnesses.
- Sends victim/witness letters, including restitution affidavits.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree, or.
- One (1) year of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- BCA certification.
- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____