

Office Assistant

General Responsibilities.

Under the direction of the Albany County & Prosecuting Attorney, plan and perform a variety of complex administrative support activities for the office.

Essential Duties and Responsibilities.

- Answers telephones and direct or take messages as required.
- Maintains financial records, files and budget related to operations, programs and expenditures of office.
- Drafts, prepares, files and distributes various types of legal documents for involuntary commitments under Title 25 of the State statutes;
- Closes misdemeanor and felony cases files including but not limited to scanning of files.
- Assists in preparation of trial notebooks for jury trials.
- Enters data and utilizes case management software, Judicial Dialogue, to monitor cases progress.
- Maintains calendar for Albany County & Prosecuting Attorney and coordinating scheduling in Microsoft Outlook.
- Prepare and schedule travel arrangements for office personnel for trainings, and meetings with law enforcement for deputy prosecuting attorneys.
- Handles special office projects and oversees the scheduling of interns/externs within the office.
- Process payroll and records for payment of invoices as well as ordering of supplies for the office.
- Conducts a variety of general clerical duties including data entry and copying, filing, faxing, and mailing correspondence and/or other types of departmental documentation.
- Performs other specialized duties relative to area of assignment and acts as back up to other legal assistant positions within the office.

Knowledge, Abilities, and Skills.

Must be a self-starter; have strong written and verbal communication skills as well as excellent interpersonal skills when dealing with citizens, attorneys, law enforcement agencies and other employees; must possess the ability to establish good rapport with individuals, often under difficult circumstances; Must be upbeat. Ability to multitask; fluent in Microsoft Word and able to navigate windows explorer and file subdirectories and ability to contribute to a team effort by accomplishing related tasks as needed. Work independently to complete required intake assignments in a timely and organized manner. Complete all assigned tasks accurately and precisely. Attend work as scheduled and/or required.

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Minimum Qualifications.

Minimum of two (2) years of college or equivalent and two (2) years of general office experience (experience in a legal office preferred).