



Position Posting

Administrative Assistant

Position description: Under general supervision performs a variety of clerical duties. Responsible for preparing legal documents such as subpoena's, discovery, supplemental answers, motions, writs etc., obtaining information from agencies, file management and organization, answering telephones and other duties as assigned.

Position hours: Hourly position, general schedule, Monday – Friday 8:00 – 5:00. Individuals interested in applying for the administrative assistant position should forward their resume and cover letter to Stephanie Bahling explaining their interest in the position and how their experience best suits them for the position. Resumes will be accepted until end of day on Friday, December 29, 2017.

Please submit to required documents to:

Stephanie Bahling
Chief of Operations
400 W. State St Suite 619
Rockford, Il 61101
sbahling@wincoil.us

Upon receipt resumes will be reviewed by our interview committee and interviews will set up accordingly.

Winnebago County State's Attorney's Office

J O B D E S C R I P T I O N



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|--------------------|---|--------------------|---------------|
| TITLE: | SUPPORT STAFF – ADMINISTRATIVE ASSISTANT | | |
| REPORTS TO: | Office Manager | | |
| STATUS: | Non-Exempt | SUPERVISES: | No |
| EMPLOYMENT: | Regular Full Time | REG. HOURS: | 40.0 per week |

POSITION SUMMARY:

Under general supervision performs a variety of clerical duties. Responsible for preparing legal documents, obtaining information from agencies, file management and organization, answering telephones and other duties as assigned.

EDUCATION/EXPERIENCE:

High school diploma or equivalent required. Previous law office or legal experience, customer service, phone, and data entry experience preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- **Qualifications:** To perform this job successfully, an individual must be able to perform each primary job duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required.
- **Language Skills:** Ability to effectively communicate with victims, witnesses, attorneys and general public.
- **Organizational Skills:** Possess good organizational skills, ability to handle multiple tasks in a hectic work environment.
- **Technological skills:** Possess good computer skills with the ability to utilize Microsoft Word in accordance to position standards. Ability to navigate & retrieve information from several different databases.
- **Communication Skills:** Maintain open communication with supervisor and co-workers. Respond promptly to email, voice mail and other requested communication. Represent the office by providing excellent customer service/telephone/public relations skills.
- **Recommended Skills Testing:** Microsoft Word/Office.

CHARACTERISTICS UNIQUE TO THIS POSITION:

Ability to switch focus often to meet the immediate needs of one or more attorneys, supervisor or public.

ESSENTIAL JOB FUNCTIONS:

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| 1. Assisting attorney's by preparing legal documents such as Subpoena's, Discovery, WRITS, Motions, Informations, Pen Statements, Jury Instructions and other clerical legal documents or daily tasks as needed. |
| 2. Answer phones and assist callers by answering questions or re-directing the caller. |
| 3. Performs general office/secretarial duties such as typing, filing, copying and faxing etc. |
| 4. Completes research through internet or other means as needed. |
| 5. Runs reports or obtains reports (police, lab etc.) and other information from external agencies as necessary. |
| 6. Attends and participates in meetings as necessary. |
| 7. Performs all other duties as assigned. |

Winnebago County State's Attorney's Office



| PHYSICAL SPECIFICATIONS: | | | |
|--------------------------|-------------------------------------|-----------------|---|
| JOB DEMAND | CHECK IF APPLY | PERCENT OF TIME | OTHER JOB INFORMATION |
| Standing | <input checked="" type="checkbox"/> | 10 % | |
| Walking | <input checked="" type="checkbox"/> | 20 % | |
| Sitting | <input checked="" type="checkbox"/> | 70 % | |
| Lifting | <input checked="" type="checkbox"/> | % | Maximum Weight lbs. Rarely occasionally as needed |
| Carrying | <input checked="" type="checkbox"/> | % | Maximum Weight lbs. Rarely occasionally as needed |
| Pushing | <input checked="" type="checkbox"/> | % | Maximum Weight lbs. Rarely occasionally as needed |
| Pulling | <input checked="" type="checkbox"/> | % | Maximum Weight lbs. Rarely occasionally as needed |
| Climbing | <input type="checkbox"/> | % | |
| Balancing | <input type="checkbox"/> | % | |
| Stooping | <input type="checkbox"/> | % | |
| Kneeling | <input type="checkbox"/> | % | |
| Crouching | <input checked="" type="checkbox"/> | % | |
| Crawling | <input type="checkbox"/> | % | |
| Reaching | <input type="checkbox"/> | % | |
| Handling | <input type="checkbox"/> | % | |

| AUDIO/VISUAL | |
|-------------------------|-------------------------------------|
| JOB DEMAND | CHECK IF APPLY |
| Sight | <input checked="" type="checkbox"/> |
| Color Vision | <input type="checkbox"/> |
| Near Vision | <input checked="" type="checkbox"/> |
| Far Vision | <input checked="" type="checkbox"/> |
| Depth Perception | <input type="checkbox"/> |
| Peripheral Vision | <input type="checkbox"/> |
| Speaking | <input checked="" type="checkbox"/> |
| Hearing when applicable | <input checked="" type="checkbox"/> |

| EXPOSURE SPECIFICATIONS: | |
|----------------------------|-------------------------------------|
| JOB DEMAND | CHECK IF APPLY |
| Organic Solvents, Ink | <input type="checkbox"/> |
| Noise | <input type="checkbox"/> |
| Work at Rapid Pace | <input checked="" type="checkbox"/> |
| Temperature Variance | <input type="checkbox"/> |
| Solitary Work | <input type="checkbox"/> |
| Poor Ventilation | <input type="checkbox"/> |
| Toxic Conditions | <input type="checkbox"/> |
| Dangerous/Moving Machinery | <input type="checkbox"/> |

| OTHER: | | |
|--|-------------------------------------|--|
| ISSUE: | CHECK IF APPLY | DESCRIBE |
| Access to CONFIDENTIAL information | <input checked="" type="checkbox"/> | |
| Access/handle Company funds | <input type="checkbox"/> | |
| Ability to communicate fluently in English | <input checked="" type="checkbox"/> | Primary language is English, Spanish helpful |

Disclaimer: The above information indicates the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of duties and/or responsibilities.