



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ADMINISTRATIVE CLERK
DAWSON COUNTY DISTRICT ATTORNEY
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for providing general office and support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate employees, mail distribution, flow of correspondence, maintain all office files, as well as additional clerical duties.

ESSENTIAL DUTIES

- Answers incoming telephone calls and emails, receives and communicates messages to attorneys; provides court information as requested.
- Types office correspondence and records.
- Manages all office files, including opening and closing all Superior Court cases.
- Interfaces daily with the general public.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Modern office practices and procedures.
- Microsoft Office.
- ICON (Clerk of Superior Court file management software).
- Tracker (District Attorney file management software).

SKILLED IN:

- Use of such office equipment as a computer, facsimile, copier and scanner.
- Filing and maintaining records.
- Organization
- Verbal and written communication

ABILITY TO:

- Read, write and perform basic mathematical calculations.
- Edit and revise work product with accuracy.

COMPLEXITY

Must be able to accurately identify the nature and urgency of various warrants, scheduling orders, and pleadings for accurate workflow assignment.

CONTACTS

- Contacts are typically other District Attorney employees, including assistant district attorneys, victim witness advocates, and investigators.
- Frequent contact with Private Attorneys, other legal professionals, court personnel, Police Officers, and the general public.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide receptionist duties and administrative assistance to the District Attorney’s office.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, reaching or stooping. The employee is frequently required to lift light, up to 10 pounds regularly, and 20 pounds occasionally.

Environmental Factors: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Sufficient experience to understand the basic principles relevant to the essential duties of the position usually associated with two to four years of experience in related job duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____