

RESOLUTION FOR DISTRICT ATTORNEY OFFICE

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Committee on Salary and Personnel may create a new position where the workload justifies and necessitates doing so within the provisions of the applicable contract;

WHEREAS, the Committee on Courts, Justice & Law Enforcement and the Committee on Finance, Bonds & Insurance recognizes the increased need for the secretary/clerk/typist job duties as related to the District Attorney's office for the purposes of performing receptionist duties and providing secretarial support to the office's staff;

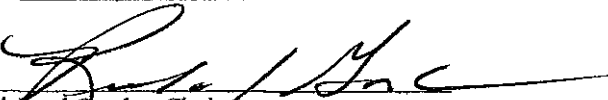
WHEREAS, currently there is a need to add a full-time (i.e., 35 hrs/wk.) secretary/clerk/typist within Range 7 of the Courthouse/Social Services Union contract to cover the increased duties as related to District Attorney office matters;

WHEREAS, the Committee on Salary and Personnel supports the recommendation of the Committee on Courts, Justice & Law Enforcement and the Committee on Finance, Bonds & Insurance Department to create the new District Attorney office's position of full-time (i.e., 35hrs/wk) secretary/clerk/typist to cover the increased duties as related to the office matters;

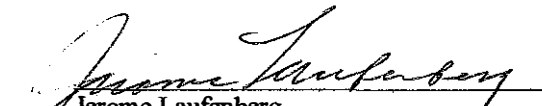
BE IT RESOLVED, that the full-time (i.e., 35 hrs/wk) position of secretary/clerk/typist position in Range 7 of the Courthouse/Social Services Union be established under all the applicable contract provisions in the District Attorney's office effective January 1, 2001;

BE IT FURTHER RESOLVED, The Iowa County Board of Supervisors adopt the recommendation of the Committee on Salary and Personnel, and approve the creation of the above position with all wage and applicable benefit costs coming from the District Attorney office's budget effective January 1, 2001;

Respectfully submitted by the Committee on Salary and Personnel in this month of December and day of _____, 2000.


Richard Gorder, Chairperson


David Blume


Jerome Laufenberg


Diane McGuire

Robert Daenti

**Iowa County
Position Description**

Position Title: Secretary/Clerk/Typist

Department: District Attorney's Office

Reports to: District Attorney

Governing Committee: Committee on Courts, Justice & Law Enforcement

Hourly Wage: **Pay Grade:** Range 7 **FLSA:** Non-Exempt

Employee Group: Courthouse and Social Services

Purpose of Position:

The purpose of this position is to act as the receptionist and to provide clerical support as the secretary/clerk/typist for the entire District Attorney's Office.

Essential Duties and Responsibilities:

The following duties are customary for this position. These are not to be construed as exclusive or all-inclusive other duties will be required and assigned.

This position is in the District Attorney's Office. As such, the person filling the position will deal with criminals on a daily basis. The person filling this position will have contact with the public and the person may be subjected to abusive language from irate members of the public.

- Answer and assess the needs of all incoming telephone calls. This includes taking accurate messages and referring the call to staff when appropriate and also screening out calls that need to be directed elsewhere.
- Greet and assess the needs of all visitors to the office. When appropriate, refer the visitor to a staff member. Alternatively, take accurate messages and screen out visitors that need to proceed elsewhere.
- Provide clerical support including the typing of forms, files, reports, word-processing in general, making photocopies, creating and maintaining files, and filing.
- Update calendar on a daily basis from files and court notices.
- Open and distribute mail. Send out all outgoing mail daily.
- Receive, log in, and distribute reports from varied law enforcement agencies.

Additional Duties and Responsibilities:

- Maintain Deferred Prosecution Agreement (DPA) contracts.
- Prepare and distribute Dispositional Report on No Charge cases.
- Order office supplies when needed.

District Attorney Secretary (Con't)

- Collect time sheets for submission to District Attorney for signature, then submit time sheets to Payroll office
- Yearly, purge filing system and place older files in basement. Purge basement files appropriately.

Minimum Training and Experience Required to Perform Job functions

- High School diploma or GED or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- No criminal history. Any person must submit to a background check of their criminal and driving record prior to hire.

Knowledge, Skills, and Abilities Required to Perform Job Functions:

- Language, mathematical, judgmental/reasoning, and oral and written communication skills.
- Professional oral communication skills with emphasis on knowledge and use of proper telephone etiquette.
- Typing rate of 50 words per minute to accurately gather and clearly transcribe information to forms, applications, and reports.
- Ability to communicate in a professional manner with people and to diffuse difficult situations.
- Requires regular and punctual attendance.
- Proficient in the use and operation of a computer and word processing in a Windows environment.
- Organized self-starter with a multi-task orientation and the ability to accurately complete all job tasks with minimal supervision.
- Maintain the strictest confidentiality about matters not for public review.

Working Environment:

- Typical working environment is within a non-smoking, temperature controlled office.

Physical Requirements:

- Ability to operate office equipment such as multi-line telephone, copiers, facsimile machines, typewriters, personal computers, calculators, etc.
- Ability to exert moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling, and stair climbing and descending.