**Administrative Assistant**

*This position description is for the Administrative Assistant at Madison County Prosecutor’s office*

**Job Title:** Administrative Assistant  
**Employment Type:** Full Time/Non-Exempt/Classified  
**Work Hours:** 8:00 am to 4:00 pm  
**Department:** Madison County Prosecutor’s office  
**Location:** 59 North Main Street, London Ohio 43140  
**Reports to (Title):** County Prosecutor: Stephen J. Pronai

**Job Summary:** The Administrative Assistant performs a variety of complex and diverse clerical and secretarial functions to support Madison County Prosecutor’s office.

**Essential Duties and Responsibilities:**
- Prepare all necessary correspondence, legal documents and forms.
- Ensure accurate, detailed documents and case files for reference by the Prosecutor and prepare case discovery for trials.
- Prepare and send witness notification for cases.
- Review upcoming hearings, trials, or motions and update attorney as needed.
- Allocate time to review case statuses.
- Proactively engage with citizens to ensure their interactive experience leaves a positive impact.
- Partner and collaborate with law enforcement and court staff to ensure accurate processing of criminal charges and applicable records through the Prosecutor’s office.
- Perform general clerical tasks.
- Maintain complex records.
- Attend court sessions as assigned.
- Oversees front desk operations and interns as required.
- Performs personnel administration duties for the office which include preparing payroll time sheets, completing personnel action forms and other personnel records, and performing other related duties.
- Other duties and responsibilities as directed.

**Qualifications:**
- Minimum of High School Degree or Equivalent.
- Must be proficient in Microsoft Word and Excel, and will be required to complete a typing test.
- Experience related to the position of Administrative Assistant is preferred.
- Experience related to Court of Common Pleas (felony) and/or Prosecutor’s Office is preferred

**Knowledge, Abilities, and Skills:**
- Knowledge of standard legal documents; payroll and budgeting records; purchasing records; personnel records.
- Knowledge of local, state and federal court rules and procedures is preferred.
- Ability to use independent judgment.
- Ability to maintain confidentiality and professionalism.
- Ability to communicate very effectively both orally and in writing.
- Excellent interpersonal skills.
- Conflict resolution skills.
- Excellent attention to detail.
- Excellent spelling, grammar, proofreading and organizational skills.

**Working Conditions:**
- Moving or lifting heavy objects, such as boxes of books, papers, etc. that weigh 20-25 pounds.
- Office tools utilized: computers, printers, telephones, photocopier, etc.