

CITY OF SHREWSBURY, MISSOURI

POSITION DESCRIPTION

(PART-TIME)

ADMINISTRATIVE ASSISTANT TO THE PROSECUTING ATTORNEY

POSITION TITLE:	Administrative Assistant to the Prosecuting Attorney
OVERSIGHT DEPARTMENT:	Department of Administration
DIRECT SUPERVISION:	Office of the Prosecuting Attorney
FLSA CLASSIFICATION:	Part-Time; Non-exempt

GENERAL PURPOSE

This part-time position operates under the non-direct supervision of the Shrewsbury Prosecuting Attorney. Handles all clerical and administrative duties, including customer service, of the Office of the Prosecuting Attorney. Interacts with all public and other legal entities, and ensures that the proper case file information is disseminated between the Office of the Prosecuting Attorney, the Police Department, the Municipal Court and other jurisdictions per Missouri State Law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The list below is a general, summarized list, is not inclusive of all job functions and will change with applicable laws as passed by the State of Missouri and/or the City of Shrewsbury.)

1. Serves as the point of contact for the Shrewsbury's Municipal Prosecuting Attorney by processing all correspondence and case documentation within and related to the Office of the Prosecuting Attorney.
2. Serves as the point of contact for the general public, defense attorneys, and other municipal departments. Operates front desk telephones and assists members of the general public as needed.
3. Provides the general public with information and direction on all matters relating to the Office of the Prosecuting Attorney.

4. Handles all communications between the Shrewsbury Prosecuting Attorney and defense attorneys.
5. Gathers information and communicates case information between the Office of the Prosecuting Attorney and the Police Department.
6. Provides clerical support to the office, preparing correspondence and completing documents as needed; processes incoming mail and attorney requests for recommendations; updates prosecutor files accordingly; answers phone inquiries and emails directed toward the office.
7. Assists the prosecutor by ensuring all complaints and “Informations” are properly filed and documented per Missouri State Statute, Shrewsbury Municipal Code and all other rules governing prosecutorial procedures.
8. Creates/completes prosecutor case file information accordingly. Ensures all applicable documents are properly filed between the Office of the Prosecuting Attorney and the Shrewsbury Municipal Court.
9. Receives police citations, police/investigation reports and criminal history reports from the Police Department. Prepares lists of citations issued by the Police Department and reviews and verifies the list of violations for issuance or refusal by the Prosecuting Attorney.
10. Serves as the liaison between the Office of the Prosecuting Attorney, the Police Department and the Municipal Court.
11. Assists in the City’s response to Freedom of Information Requests regarding law enforcement data, particularly that relating to matters of discovery, public case files and audio/visual materials.
12. Assists with Municipal Government operations as deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of the role of an Office of the Prosecuting Attorney in municipal government context.
2. Knowledge of law enforcement and municipal court software platforms and data systems are required. REJIS certification is preferred.
3. Knowledge of Judicial Information Systems (JIS), Law Source Live, and Show Me Courts is strongly preferred.

4. Ability to communicate effectively and clearly with knowledge of all matters pertaining to the Office of the Prosecuting Attorney.
5. Ability to maintain discretion regarding legal proceedings and confidential information.
6. Familiarity with general office equipment, including but not limited to the following:
 - a. Phone switchboard
 - b. Personal computer software including Microsoft Word, Microsoft Outlook, Microsoft Excel and other office related programming
 - c. Printers/Copiers/Scanning/Faxing machines
 - d. Postage machine
 - e. Electronic typewriter
 - f. Calculator
7. Must be able to manage and prioritize duties efficiently and effectively in order to ensure tasks are completed in a timely manner and with accuracy.
8. Must be able to perform job duties independently, under non-direct supervision.
9. Have strong customer service skills and excellent oral and written communication skills.
10. Must be able to work in a stressful environment while maintaining quality of services and professional relationships.

PHYSICAL DEMANDS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job, the employee is frequently required to sit; to use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear.
2. The employee is regularly required to walk, stand, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.
3. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

(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. This job description does not constitute an employment agreement between the City and employee, and is subject to modification by the City as the needs of the City and requirements of the position change.)