



Fluvanna County, Virginia
ADMINISTRATIVE ASSISTANT
Job Description

ADMINISTRATIVE ASSISTANT

Job Class #:	1052
Pay Grade:	11
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Commonwealth's Attorney

SUMMARY

Performs skilled clerical work providing administrative support services in the Commonwealth's Attorney's Office; does related work as required. Work is performed under the general supervision.

ESSENTIAL FUNCTIONS

Serving as receptionist; preparing, processing and maintaining office files and records; serving as clerical support to staff.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives telephone calls and visitors, provides general information, directs to appropriate staff, takes accurate messages.
- Opens court files and maintains card file index.
- Updates court dates and performs other data entry in case management system.
- Maintains and updates docket of pending cases in Circuit Court; closes files when court cases end.
- Orders office supplies; codes and submits office bills to Finance Department.
- Makes sure office expenditures are within budget limits.
- Assists in preparing annual budget; submits salary and expenses electronically to State Compensation Board.
- Files updated releases for a number of office books.
- Files incoming papers in correct files.
- Opens miscellaneous files as needed; drafts and types letters.
- Picks up and delivers mail to Post Office and paperwork for Courts daily.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of office practices, procedures, equipment and secretarial techniques; general knowledge of departmental functions, organization and policies; general knowledge of the court system; thorough knowledge of various related computer software programs; ability to establish harmonious working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type forms and tables; ability to make arithmetic calculations; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates, court officials and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
Any combination of education and experience equivalent to graduation from high school and 2 years of administrative experience. Must be proficient in Microsoft Office programs and become VCIN certified.			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> Background Check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
8/22/16	8/18/20016	8/22/16	September 21, 2016