



# Penobscot County

\*\*\*JOB POSTING\*\*\*

## District Attorney's Office

### Clerical Assistant

Job Title: Clerical Assistant	Hours: Part-time 25 hours a week (M-F)
Department: District Attorney	FLSA Status: Non-exempt (hourly)
Reports to: Office Manager/District Attorney	Approved By: District Attorney
Pay Scale: \$15.00 per hour	Date: February 12, 2021

**POSTING DATE:** February 12, 2021

**CLOSING DATE:** February 26, 2021 (close of business 4:30 p.m.)

**HOW TO APPLY:** Submit application, resume and letter of interest to:

*Penobscot County  
Attn: Human Relations  
97 Hammond Street  
Bangor, ME 04401*

*Applications can be found at: <https://www.penobscot-county.net/employment> or the Administration Office located on the 1<sup>st</sup> floor of the County Administration Building, 97 Hammond Street, Bangor, or you may call (207) 942-8535 to request an application*

#### **Job Summary:**

To provide clerical support to District Attorney's Office staff by answering telephone calls, performing data entry and filing under the supervision of the Office Manager.

#### **Essential Duties/Responsibilities:**

- Answer telephone calls and assist caller by answering basic questions or forwarding to the appropriate staff member.
- Receives police reports and/or email notifications of cases uploaded by law enforcement, prints and logs into case management system, then distributes to appropriate staff member(s).
- Data entry of complaints and/or letters and generating such after reviewed by prosecutors.
- Receives mail, notices, or other documentation from staff, updates case management system and files appropriately.

- Follows all County and departmental policies and supports the County's safety and health policies.
- Performs other duties as requested by the Office Manager, District Attorney and/or Assistant District Attorney.

**Knowledge/Skills/Experience Required:**

- High School graduate or equivalent required.
- Familiarity with legal terms and court procedures preferred.
- Proficient in the use of a computer and ability to learn software required.
- Working knowledge and ability to use modern office equipment such as multi-line phone, scanner, copier is required.
- Ability to work in a team setting with a commitment to high level of customer service and quality work is required.
- Excellent organizational skills and ability to work under pressure to meet deadlines is required.
- Must be able to multi-task.
- Must pass a full criminal and motor vehicle background check.
- Experience working in law environment desirable.

**Physical Demands/Conditions/Requirements:**

While performing the duties of this position, employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard. Light to moderate lifting is required (up to 25 lbs.)

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

*Penobscot County provides equal opportunity to all qualified employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*