

City of Duquesne
POSITION DESCRIPTION

JOB TITLE: Prosecuting Attorney Clerk

DEPARTMENT: Prosecuting Attorney

DATE: 03/08/2021

IMMEDIATE SUPERVISOR: Prosecuting Attorney

SUMMARY: Provides complete and accurate information to attorneys, patrons, and staff as an assistant to the prosecuting attorney. This position works under the guidance of the Prosecutor. This is a part-time position and will work up to 28 hours a week.

ESSENTIAL FUNCTIONS: Works under general instruction and guidance as needed from prosecutor. Carries out recurring work of the office independently, communicates with defendants and attorneys. Works cooperatively with the court clerks and police personnel. Duties including or comparable to most of the following:

- Perform clerical and printing related tasks associated with entering data into prosecutor attorney portal.
- Assist in the preparation or correspondence, legal documents, recommendations, discovery, motions, and other documents.
- Receive, sort and record all incoming tickets/summonses.
- Prepare tickets for processing.
- Scan documents into prosecutor database.
- Handle and maintain confidential and sensitive files/information while maintaining strict confidentiality.
- Keep track of disposition of cases.
- Review court dockets for deadlines and trial dates for assigned attorney.
- Assist in trial preparation by drafting subpoenas, ordering evidence as needed and creating trial files.
- Answer and direct telephone calls pertaining to prosecutor's files.
- Maintain filing system and dispose of files after appropriate records retention period.
- Prepare cases to be sent to the County Prosecutor's office for review.
- Work independently with minimal supervision.
- Organize workload and establish proper priorities while maintaining specific deadlines.
- Support and assist Municipal Court Prosecutor.

WORK ENVIRONMENT

- Average accessibility of all work sites required for the position.
- Average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.

- Normal physical strength to handle 30 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

KNOWLEDGE REQUIREMENTS

- High school graduate and five years clerical experience preferred or any equivalent combination of experience/training which proves the knowledge, skills and abilities. Experience in a municipal court setting preferred.
- Experience and proficiency with office equipment and computers.
- Ability to interact with a variety of personalities in a positive and professional manner.
- Ability to deal with difficult people and good phone manners.
- No felony convictions.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Above average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

COMMUNICATION

- Above average verbal communication.
- Average written communication.
- Average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.