

- ❖ Review and file mental health commitment and juvenile court documents from the Court in the appropriate case files.
- ❖ Draft and prepare victim restitution letters and contact victims regarding restitution.
- ❖ Draft and prepare victim registration letters, follow-up after letters have been sent and then file the documents with the Clerk's office and the State when they are returned.
- ❖ Draft and prepare victim impact letters, follow up after letters have been sent and then file the documents with the Clerk's office and the various agencies that are to receive the documents.
- ❖ Notify and subpoena witnesses for trials and hearings in Magistrate Court and District Court cases and coordinate/set up meetings with the witness and the County Attorney/Assistant County Attorney.
- ❖ Coordinate with defense attorneys and the County Attorney/Assistant County Attorney regarding the scheduling of depositions.
- ❖ Schedule and subpoena witnesses for depositions, set up meetings prior to depositions with the County Attorney/Assistant County Attorney and the witnesses and set up court reporters for depositions.
- ❖ Notify and subpoena witnesses for Magistrate Court trials.
- ❖ Monitor to make sure all subpoenas have been served in a timely manner.
- ❖ Provide assistance to the County Attorney and Assistant County Attorney with whatever they need assistance doing.
- ❖ Prepare a bulletin for law enforcement which provides potentially important and useful information which law enforcement can use in the performance of their job.
- ❖ Work with defense counsel concerning discovery issues, scan in all discovery items and forward them to defense counsel.
- ❖ Draft and prepare correspondence on a variety of legal matters.
- ❖ Draft and prepare miscellaneous court documents.
- ❖ Assist the County Attorney or Assistant County Attorney in setting up and/or running equipment for trials or hearings.
- ❖ Assist with handling telephone calls and appointments and walk-ups for citizens with questions concerning the County Attorney's Office.
- ❖ Maintain confidentiality of records which require confidentiality.
- ❖ Establish and maintain effective working relationships with county officials, employees and the general public.
- ❖ Maintain regular and punctual work attendance.
- ❖ Perform related duties as required.
- ❖ Assist with keeping the office clean, organized and a workable environment.
- ❖ **Collecting past-due fines for the county and state to include corresponding with debtors, filing payment plans, filing garnishments, following up and monitoring all payment plans, downloading all collection files, maintaining the financial information with regards to collections. These job duties started 7/1/18 and are becoming more and more time consuming. As of 10/18/18 there were over 550 active collection accounts.**

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from High School or GED. General knowledge of commonly used rules, procedures, operations, practices, or routines such as could be acquired in less than one year of prior clerical/office experience.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. The ability to converse fluently in the English language.

MATHEMATICAL SKILLS

The ability to use addition, subtraction, multiplication and division using whole numbers, fractions and decimals, including the ability to perform these operations using units of money and weight, distance and volume measurement.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

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.

While performing the duties of the job, the employee may be required to sit or stand for extended periods of time, to use hands to finger, handle or feel objects and to operate word and data processing equipment, to be able to reach with hands and arms including reaching and lifting objects up to 10 pounds above the head while standing or sitting, and to climb and balance on a step stool or small ladder to reach books and/or documents on shelving above the head. Specific vision abilities include close vision and distance vision and the ability to adjust focus so as to be able to review documents and text on the written page or electronic media. The employee must have the ability to hear clearly and understand normal conversation and the ability to speak clearly and distinctly.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.