

Fremont County

JOB DESCRIPTION

Job Title: Document Secretary - Temporary
Reports To: Prosecuting Attorney

Grade: 5
Updated: October 24, 2017

Job Summary

Employees in this job assist the Prosecuting Attorneys in filing, organizing, and scanning documents within the Prosecutor's Office. The work requires a knowledge secretarial, interpersonal skills, and office practices. This position is temporary.

Duties and Responsibilities

- Ability to establish, organize, and maintain case files.
- Confidentiality.
- Perform other duties and/or assignments as needed.

Skills and Qualifications:

- Organization; planning; attention to detail; confidentiality; and dependability.
- Computer and office machine literacy.
- Excellent organizational skills.
- Ability to juggle multiple tasks.
- Minor janitorial duties including emptying trash, vacuum, dust, etc.

Essential Qualifications

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, folders, etc.)
 - Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.)
 - Repetitive motion (typing, scanning, lifting) required 50% of workday.
 - Public relations skills.
 - Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the person or others.
 - Lifting (occasionally 50 pounds), climbing, stooping, reaching, and walking.
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