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## Employee Job Description

Department: District Attorney's Office

Position Title: District Attorney Administrative Assistants

Pay Classification: P&A 03 (Entry \$16.99/hr. – \$24.69/hr.)

Reports To: District Attorney and Office Director

Date of Job Description Creation/Update: 4/19/24

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### **Overall Descriptions of the Position:**

District Attorney Administrative Assistants will work within the District Attorney's Office and be responsible for file creation, managing the preliminary hearing process, private complaints, criminal history rap sheets, bench warrants, extraditions, PFA violations, summary appeals, professional service billing, Drug Hotline calls, and many other duties. These positions are essential to the start of prosecuting criminals and involve contact with law enforcement nationwide.

### **Position Requirements:**

- High level of understanding of Pennsylvania Crimes Code and Vehicle Code, as well as the Criminal Justice System
- High level of ability to scrutinize teletypes/hit confirmations from the 911 center to determine extradition parameter of fugitives
- Must be able to comprehend circumstances/criteria for legal documents, and be able to prepare transport orders, continuance requests, dismissals, destruction orders, application forms for Governor Warrants, IAD's (Interstate Agreement on Detainers), as well as others for attorney signatures
- Ability to speak calmly and confidently to convey information to victims, witnesses, police officers, defense attorneys and others in person and on the phone, who may be emotional and/or adversarial
- Ability to work effectively and efficiently under strict legal time constraints
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows, and ability to learn software such as CPCMS, INFOCON and JNET
- Multitasking – able to deal with many time sensitive issues at one time
- Ability to work in a professional and confidential environment
- Ability to comprehend a variety of documents including case files, criminal records, driving records, police reports, criminal complaints, lab reports, and others

- Ability to analyze information for appropriate action and resolution of case specific situations
- Ability to interview and elicit information from individuals in a non-threatening, calm and authoritative manner
- Ability to work independently
- Ability to handle incoming calls and door inquiries, and ascertain the proper person to best assist the individual

Position Duties:

The following duties are typical for the positions. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work with all branches of county government and other government agencies to gather information necessary to create files
- Run, review and disseminate Criminal History Rap Sheets
- Run, review and disseminate Certified Driver's Records
- Process files for preliminary hearings by opening, updating PMS both before and after, assigning attorneys and scheduling on calendar
- Initiate and track the private complaint process
- Manage bench warrants by verifying fugitives' identity, determining extradition parameters, verifying status of warrant for outside law enforcement agencies and vacating when located
- Initiate forms for Governor's Warrants, IAD's and detainers for bench warrants and follow through until defendant is returned to county for prosecution
- Monitor IAD's so defendant can be returned to the "lending" state
- Manage and track PFA violations by opening file, assign attorney, prepare/send subpoenas/notice to appear and notify victims, AWARE and police officers
- Manage summary appeals, assign attorneys, prepare/send notices and subpoenas, coordinate availability of officers and defense attorneys, and notify of dispositions
- Transcribe the 24-hour Drug Hotline calls and disseminate to the appropriate authorities
- Request payment for professional services such as polygraph, transcript fees, phlebotomy, expert witness fees, etc. and bill the cost to the defendant's case
- Monitor DA specific office e-mail, process and distribute to appropriate destination
- Process office mail by opening, logging, stamping and distributing appropriately
- Prepare monthly validations report to PSP Clean, a listing of warrants that must be checked in PMS as well as CPCMS and verified as "active" or "cancelled" through PSP Clean via JNET
- Process vacates of bench warrants via 911, and provide files to attorneys
- Work with District Attorney in transcribing necessary documents and correspondence
- General office duties

Minimum Education and/or Experience Required:

High school diploma, and a minimum of 3 years' experience working in the legal system or an office environment, preferably a law office

Ability to pass and maintain JNET Certification

**How to Apply:**

Please send the completed standard application, a letter of interest, salary history, resume, and three references to the following:

Mercer County HR Department  
125 South Diamond St. Suite 17  
Mercer, PA 16137

**Deadline to Apply: May 6, 2024**