



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: ADMINISTRATIVE ASSISTANT COUNTY ATTORNEY'S OFFICE

Join our team as the Administrative Assistant in our County Attorney's Office located at the Rockingham County Supreme Court. Are you detailed oriented? Organized? Do you have the ability to multi-task in a busy environment and pride yourself on your Customer Service skills? If this sounds like you, we think you'd be a great fit!

This position provides administrative and clerical support as part of the records management team, and for any assigned prosecutors, victim advocates and/or investigators. The administrative team is responsible for receiving and directing calls, intake of mail, court correspondence and case files, and the storage and retrieval of all records.

ESSENTIAL JOB FUNCTIONS:

- Processes mail, court correspondence, and incoming case files, and makes relevant entries into PbK, the case management database.
- Enters data for submitted records into appropriate systems, including PbK, to enable archival, back-up and retrieval of information as necessary
- Receives, screens, and routes telephone calls, high volume email and other message traffic to ensure courteous and timely responses.
- Reviews records retention schedules and governmental recordkeeping requirements to determine timetables for transferring active records to inactive or archival storage.
- Supports the Victim Advocate Division, including but not limited to, file assembly, miscellaneous correspondence, phone calls, scanning and shredding of reconciled case files.
- Oversees the storing of documentation as it relates to One Party Authorizations and On Duty Calls.
- Works independently and in conjunction with a team on special nonrecurring and ongoing projects.
- Acts as a liaison with specified police departments.
- Files documents with the court.
- Operates office equipment including facsimile, scanner, copiers, phone, voicemail and other workplace equipment used to conduct work.
- Performs other related clerical duties such as scanning, recording and uploading documents and case files, transcription, filing, copying, collating and faxing.
- Complies with all office policies and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Secretarial skills equivalent to the completion of an Associate's Degree (A. A.) or its equivalent from a two-year college or technical school
- One year related experience and /or training or equivalent combination of education and experience.
- Excellent oral and written communication skills
- Ability to answer and field call on a multi-line telephone system in a very busy environment
- Ability to handle a multitude of different types of callers in a polite, friendly and tactful manner
- Knowledge and experience using Legal Management and Access databases
- Highly skilled in Microsoft Office applications

SALARY RANGE: \$14.18 – \$19.63 dependent upon experience

STATUS/SHIFT: Full Time / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.