

**DAVISS COUNTY FISCAL COURT  
JOB DESCRIPTION**

**Job Title:** Administrative Specialist  
**Department:** Daviess County Attorney Civil Division  
**Reports To:** Daviess County Attorney  
**FLSA Status:** Exempt  
**Prepared Date:** February 2021

**Summary** Responsible for performing general administrative duties relating to all phases of the day to day operation of the Daviess County Attorney's Office Civil Division, and performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

General receptionist duties, maintains knowledge of legal requirements and government reporting regulations and daily operations affecting human resources functions and ensures policies, procedures, and reporting are in compliance, and monitors legal compliance with all federal, state and local laws and regulations.

Manages Civil Division, submit employee timesheets, prepare 1099 and 1096 for employees, bookkeeping and accounting, manage grants and submission of applications and reports, order office supplies, prepare purchase orders, coordinate hiring and interview procedures, coordinate meeting for multiple teams, along with preparing agenda and minutes for each meeting

Maintains, updates and recommends changes to Administrative Code and Emergency Plan.

Researches pertinent statutes, recorded judicial decisions, legal articles, etc. to assist the County Attorney in drafting bankruptcy pleadings, foreclosure pleadings, lawsuits relating to the jail, tax appeals, common expense liens, manage guardian ad litem fees, public administrator estate cases and other legal documents.

Prepare and submit annual delinquent property taxes, prepare 30 and 60 day notice letters, waive fees and accept payment plans, prepare and submit collection quarterly reports.

Prepare information for auditors regarding Daviess County Fiscal Court, Daviess County Sheriff and Daviess County Clerk.

Prepare Open Records Responses

Assist other departments within Daviess County Fiscal Court and Daviess County Judicial Center

**Supervisory Responsibilities**

This job has general 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**

Bachelor's degree (B. A.) from four-year College or university; or four years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

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.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office, Outlook, Word, Excel, PowerPoint, Adobe, E-Warrant System, Software Management, Intelligrants, CourtNet, Ewarrants QuickBooks, Purchase Order System or accounting software and Word Processing software.

**Certificates, Licenses, Registrations**

Valid Driver's License.

**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 this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Work Environment** 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 moderate.