

**DAVIESS COUNTY FISCAL COURT  
JOB DESCRIPTION**

**Job Title:** Administrative Specialist  
**Department:** Daviess County Attorney Criminal Division  
**Reports To:** Daviess County Attorney  
**FLSA Status:** Exempt  
**Prepared Date:** January 2024

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

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

General receptionist duties, greeting public, answering telephone for the Criminal Division, typing, filing, taking payments, and other general office duties as assigned by supervisor.

**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**

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 compose and type routine correspondence with grammatical accuracy. Ability to speak effectively to individuals calling or coming into the office for assistance.

**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, Word, Excel, Adobe, E-Warrant System, CourtNet, QuickBooks, 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.