



Job Description

Department: Public Defender's Office
Position Title: Administrative Assistant
Pay Classification: P&A 03 (Entry \$17.9467/hr.)
Reports To: Public Defender and Office Manager

Position Summary:

Performs general to complex clerical duties such as typing, filing, proofreading, copying, handling mail and e-mails, appointments/schedules, customer service and prepping and disposing of files.

Major Duties and Responsibilities:

- Types letters, forms, reports and other correspondence
- Photocopies, scans, or images various types of documents
- Phone receptionist duties
- Assist in producing and updating staff schedules
- Assist Public Defender office staff members daily
- Possible court attendance to assist with data entry into case management system
- Works on special projects as assigned
- All other duties as assigned

Job Requirements:

- High School Diploma
- A minimum of one to three years of related experience preferred.
- Previous legal administrative experience a plus.
- Basic knowledge of legal terminology, the criminal justice system and the court system a plus.
- Ability to handle highly sensitive, confidential and/or legal issues.
- Knowledge of and ability to use Microsoft Office Products (**Basic Word and Excel understanding and use required**)
- Professional verbal and written communication

- Ability to work against tight time deadline
- Ability to maintain records and files daily
- Basic record keeping skills
- Ability to type quickly and efficiently. Accuracy is of utmost importance.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals either on computer or calculator
- Ability to use computer or calculator with speed and accuracy
- Must establish and maintain an effective working relationship, both over the phone and in person, with members of the public
- Ability to communicate and work with various other county and state departments and organizations
- Work independently with minimal supervision
- Physical Requirements:

Physical Requirements:

- Must be able to stand, sit, and walk at will.
- Must have the ability to engage in frequent or constant computer use.
- Must be able to bend, stoop, kneel, squat
- Must be able to lift up to 20lb on a regular basis and up to 50lb on an occasional basis.

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position posted until filled