



## **JOB TITLE: EXECUTIVE ASSISTANT**

Department: Prosecutor  
Supervisor: Office Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
Elected Official Approval: 02/04/2025

### **SUMMARY**

Performs a variety of complex and unique legal and executive level assistance and services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex, and often confidential liaison communication, secretarial, assistance to the Elected Prosecutor and designees; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, methods, modifying or adapting to procedures to meet conditions, making decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Executive Assistant is a position that assists in the successful operation of the Prosecutor's office. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contributing to new concepts. Works independently with limited supervision, under the general direction of the Elected Prosecutor and Deputy Prosecutors. Communicates frequently with others throughout the department, all other county departments, and occasionally with others outside the organization. Work has a definite impact on the operations of the Prosecutor's office. Work is typically performed in an office environment with significant intermittent stress due to deadlines and case type. Does not typically involve travel outside the local area.

### **ESSENTIAL FUNCTIONS**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Provides assistance to the civil and criminal legal service functions of the Prosecuting Attorney to the support staff at whatever locations those functions may be required.
- Performs basic research for legal questions as directed by the Elected Prosecutor using the law library, Internet law research, and other sources.
- Prepares complex criminal and civil documents, which include but are not limited to Motions, Notices, Complaints, Warrants, Summons, Governor's Warrants and accompanying documents, Subpoenas and Search Warrants. Prepares drafts and a wide

variety of finished documents from notes, brief instructions, or printed materials; may compile and process confidential materials.

- Under the direction of the Elected Prosecutor, prepares Grand Juries, Interrogatories, Requests for
- Production and Requests for Admission, Briefs and miscellaneous documents.
- Prepares complex Memoranda of Authorities for the District and Appellate Courts. Prepare/compose highly confidential correspondence, reports, documents and memos.
- Assists the Elected Prosecutor in the coordination, compilation of information and prosecution of all capital and major cases such as: Crimes against children, sex offenses, murder, robbery, aggravated assault, aggravated battery, gang, and arson cases, Interstate Detainers, and out of county Special Prosecution cases.
- Ensures that the Elected Prosecutor has all of the information that is needed in advance for the Prosecutor's court calendar.
- Coordinates and calendars hearings and appointments for the Prosecuting Attorneys.
- Provides assistance to law enforcement officers from a variety of local, State and out-of-state agencies.
- Coordinates the extradition of fugitive proceedings for caseload.
- Responds to requests from defense counsel for discovery information within the time specified by law.
- Maintains communication with other prosecutorial offices within the surrounding region in the coordination of criminal cases with same defendants.
- Maintains communication with Judges, Court and County personnel.
- Schedules hearings, appointments, exams and other pre-trial and post-trial matters.
- Organizes meetings by notifying participants, making room arrangements, preparing agendas and required informational materials; may attend such meetings to follow up on investigations and cases.
- Regular dependable attendance is an essential function of the position.

### **SECONDARY FUNCTIONS**

- Coroner's Inquest: Make file; prepare subpoenas for Coroner's approval; send subpoenas.
- Annual Child Abuse / Sex Reports: Must complete the log of all sex offense cases in Bonner County and send back to the office of the State Attorney General for statistics.
- Acts as assistant to Civil Attorney in all matters.
- Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

- Executive Assistant must possess a sufficient combination of experience, knowledge, skills, and abilities in order to competently perform the essential functions of the position.
- Five years of secretarial experience that includes providing office and administrative support to upper level management and secretarial staff. Experience in dealing with elected officials, professionals, and technical staff.

- Sufficient combination of skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required with additional post-high school training or experience in legal field highly preferred.
- Advanced secretarial executive assistant practices and procedures such as business letter writing and operation of common office equipment, including computer applications related to the assigned work.
- Working knowledge of the Idaho court system preferred at time of hire.
- A working knowledge of Microsoft Office, Google and other basic software as used in the course of this position.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Working knowledge of good grammar, spelling, proofreading, composition and pleading/document formats.
- Must possess good organizational, telephone, and communication skills.
- Ability to accurately and proficiently type at or about 75 wpm
- Working knowledge in the use of basic office equipment including computers, copiers, fax machines, telephones, etc.
- Good understanding of legal terminology, formats, and processes is preferred.
- Ability to professionally handle confidential materials and information.
- Ability to communicate effectively, both orally and in writing.
- Record keeping, report preparation, filing methods, and records management techniques.
- Provide varied, responsible, and often confidential secretarial and office administrative assistance to the Prosecutor and Deputy Prosecutors.
- Research, compile, and summarize a variety of informational materials both in hard copy and via the internet.
- Compose correspondence independently or from brief instructions.
- Prioritize projects to meet external or internal deadlines.

**PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone). Requires good general vision.

---

**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_