

Code: 3141

Title: LITIGATION SUPPORT-COUNTY ATTORNEY

SUMMARY: Performs generalized clerical tasks and interact with the general public.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager/supervisor)

Answers general procedural questions from the public and staff concerning specialized documents, policies, activities and services and researches information;
Provides detailed information in response to queries concerning unit operations;
Receives visitors and telephone calls and refers them to the appropriate division, section or individual;
Reviews, sorts, prepares and types correspondence and data;
Creates and maintains records;
Inputs, researches and retrieves information from manual and automated systems and verifies data;
Reviews and distributes mail;
Coordinates processing action with other units, departments, or outside agencies as needed to provide services;
Operates a variety of office equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- office practices and procedures;
- collection/restitution processes and procedures;
- business English, punctuation, grammar and spelling;
- posting and maintaining manual or automated ledgers.

Skill in:

- interacting with the public;
- understanding and following oral and written instructions;
- entering and proofreading data;
- operating various office machines;
- communicating effectively;
- making basic mathematical applications;
- word processing, automated spreadsheets and data bases;
- maintaining specialized files and other documentation in manual and automated systems.

MINIMUM QUALIFICATIONS:

THIS IS A TESTED CLASSIFICATION. To qualify for this classification, applicants must pass the appropriate Pima County written/performance test.

TYPICAL TRAINING AND EXPERIENCE:

One year of progressively responsible clerical experience performing tasks such as typing, filing, working with computers in data entry and/or word processing, and using various office equipment.

(Relevant education from an accredited college, university, trade or vocational school may be substituted for the aforementioned experience)

OTHER REQUIREMENTS:

Licenses and Certificates: All applicants must pass a criminal history background investigation prior to appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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