

## Colorado Public Defender – Class Specification

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Class Title: Senior Administrative Assistant  
Class Series: Administrative Support  
Class Code: R49A32  
Reports to: Supervising Administrative Assistant or Office Manager  
Range Min/Max: \$2,860 - \$4,576

### **GENERAL SUMMARY:**

This classification describes positions that possess the skills to perform the majority of duties and responsibilities within the administrative support function. Positions perform a wide range of job assignments operating independently in accordance with established policies, procedures, rules and regulations. Positions work under periodic supervision, guidance and oversight in the performance of day to day activities and assume responsibility for complex tasks and work assignments.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Performs general client support by addressing client concerns and matters within the scope of the job assignment. Performs general reception and office support duties including answering phones, greeting visitors, directing calls and answering questions.
- Receives and reviews applications for court-appointed counsel and verifies information; responsible for following up with client if application is not complete or if further information is needed. Positions at this level have working knowledge of the eligibility guidelines and scoring chart required to make a recommendation of eligibility to the Court.
- Manages case files, including electronic and hard copy records, from opening through closing and file destruction. Maintains and updates client case status in the Case Management Database including, but not limited to, the client's personal information, conflict checks, court/calendar updates, hearing status, and discovery information. Verifies accurate recording of dates to ensure timely destruction of case files/records in accordance with retention policies; and moves files to and from the closed file room in accordance with policy and procedure.
- Requests, collects and distributes discovery information and materials from the District Attorney's office as required. Follows up on behalf of the attorneys as needed to ensure all discovery materials obtained are complete and enters discovery information into the Case Management Database.
- Searches client case information upon request from clients, administrative staff, investigators, and attorneys by utilizing the Colorado Courts Data Access or local jurisdiction websites. Requires the ability to read and interpret the information in order to process the request accurately.
- May be responsible for delivering pleadings and correspondence to the appropriate parties in a timely fashion. Documents that all parties received a copy of motions in accordance with office practices in the jurisdiction (e.g. electronic, fax or hard copy). May be required to walk or drive to the court house, district attorney's office and/or jail to pick-up or deliver documents and correspondence.

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- May assist attorneys in preparing or proofing various documents including, but not limited to, correspondence and motions. May provide other clerical and administrative support to attorneys under the direction of a supervisor such as, calendaring appointments.
- May transcribe interviews conducted by the defense team or law enforcement, which requires attention to detail. May be called to testify in court or sign a sworn affidavit regarding the accuracy of the transcript.
- Provides mentoring, training and guidance to less experienced staff.
- Assists other regional offices in performing a variety of support services, as assigned.
- Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting and distributing mail and entering data. Provides support to the Office Manager, such as obtaining information from Data Access or local jurisdiction websites or making phone calls to internal or outside agencies to request or exchange information as required.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

Same educational qualifications as required for the Administrative Assistant class and progressively responsible administrative support experience with the State Public Defender's Office; or, an equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Valid driver's license.

#### **Knowledge** (position requirements at entry):

- Administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology;
- Office policies and procedures;
- Basic court procedures and terminology;
- English language, grammar and punctuation;
- Basic math (addition, subtraction, multiplication and division).

#### **Skills** (position requirements at entry):

- Strong client service focus;
- Ability to maintain client and office confidentiality;
- Applying applicable rules, guidelines, policies and procedures;
- Organizing one's own work and prioritizing tasks to meet deadlines;
- Completing multiple tasks and assignments with frequent interruptions;
- Proficient in standard software applications such as, Microsoft Office Word, Excel, Power Point, internet browsers, e-mail, and Adobe Acrobat;

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- Ability to develop and maintain effective working relationships with co-workers, court personnel, clients and client families, and public from diverse backgrounds;
- Operation of common office tools and equipment such as calculators, desktop computers, printers, photocopiers, and fax machines;
- Effective communication, verbal and written, sufficient to exchange or convey information; includes giving/receiving work direction.

**Physical Requirements** (*Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.*)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Occasionally required to stoop and kneel;
- Ability to sit for extended periods of time;
- Talking and hearing;
- Reaching with hands and arms, using hands and fingers.