GENERAL SUMMARY
Provides daily administrative support to the Executive Director and supports the operations of the office of the Idaho Prosecuting Attorney’s Association (IPAA).

DISTINGUISHING FEATURES OF THE CLASS
The position functions as administrative support to the Executive Director. The employee may manage office operations in the absence of the Executive Director. The employee will be in contact with a variety of people including elected officials, legislators, law enforcement and the general public. The incumbent performs moderately complex and varied work under general supervision and according to pre-defined guidelines.

ESSENTIAL FUNCTIONS
• Assumes receptionist duties, greets public and guests, answers phones, screens/routes calls and refers them to appropriate staff members and takes messages;
• Opens and forwards all mail;
• Emails and/or mails publications, conference announcements, notifications and other mass mailings;
• Produces and organizes all conference and meeting materials;
• Coordinates office equipment maintenance, orders office supplies and maintains inventory;
• Keeps membership notifications and information updated;
• Assists in monitoring and recruiting members and collects and deposits membership dues;
• Responds to and resolves membership inquiries promptly;
• Assists grant employees of the organization;
• Assists in all conference planning;
• Attends all IPAA conferences, some conference functions and meetings to assist with operations;
• Handles all conference and meeting registration processes (in office and on-site);
• Compiles conference CLE certification summaries and conference evaluation reports;
• Assists with all in–person and telephonic Board of Directors meetings and Voting Member Business meetings;
• Transcribes all meeting minutes;
• Locates and emails weekly announcements of importance, interest and relevance to the membership, i.e., relevant court decisions, local, regional and national news stories;
• Performs file and electronic file management;
• Solicits and manages vendors, exhibitors and donors.

ADDITIONAL FUNCTIONS
• Performs related functions as required and at the direction of the Executive Director.

JOB REQUIREMENTS
• High school or GED equivalency required;
• Bachelor’s degree from an accredited university preferred or an equivalent combination of education and experience;
• A minimum of 3 years of previous executive administrative support experience;
• Strong knowledge of English grammar, spelling, punctuation;
• Possess excellent written and verbal skills;
• Interact and interface with a variety of business professionals including but not limited to elected officials, legislators, law enforcement, criminal justice personnel and the general public;
• Proficient with MS Word, PowerPoint, Publisher, Adobe and Excel;
• Knowledge of office technology including video conferencing, coordinating webinars, and using productivity tools;
• Experience with Canvas Instruction, Adobe Connect, websites, participoll, canva and social media preferred;
• Maintain professional decorum and appropriate interpersonal relationships with employees, members, peers and consumers;
• Facilitates and assists with all training conferences, meetings and special events registration and on-site implementation and assists with various program operations as requested;
• Knowledge of basic math;
• Knowledge of general office policies and procedures;
• Knowledge of Idaho’s criminal justice system;
• Knowledge of county and state government practices and procedures;
• Ability to type 45 wpm;
• Ability to review documents for accuracy, completeness and compliance;
• Ability to work as a member of a team to accomplish goals;
• Ability to work independently, exercise good judgment, take initiative, handle sensitive information in a confidential manner, focus on multiple-projects and meet deadlines.

OTHER REQUIREMENTS

• Must possess a valid driver’s license;
• Must be able to travel on occasion to meetings and conferences.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

• Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
• May be required to lift up to 25 lbs.;
• Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed “key positions” in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.
* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 208-7979)