



OFFICE OF THE DISTRICT ATTORNEY

Wichita, Sedgwick County, Kansas

Position:
Range: 18
Date: 11/2016

Position: TRAFFIC ASSISTANT

Position Summary:

Performs varied clerical work involving the exercise of some independence in the conduct of standard duties for the Office of the District Attorney.

Qualifications:

High School diploma or equivalent including or supplemented by courses in subjects.

Two years experience in varied clerical and secretarial work or any combination of training and experience that provides the required knowledge, skills and abilities.

Major Job Responsibilities:

Serve as backup for the receptionist for the Office of the District Attorney Traffic and Consumer Protection divisions. Answer calls, greet visitors, and receive and dispense information by telephone or by direct contact with the public

Assist the Traffic Diversion Administrator with the completion of traffic diversion agreements and mailing of identified documents for this division

Receive, record and distribute payments from individuals for the Traffic Diversion program and traffic discovery fees

Receive, stamp and distribute hand-delivered documents to appropriate individuals/divisions

Distribute discovery documents to attorneys or their representatives

Obtain signatures on journal entries as requested

Provide assistance to traffic attorneys and prepare files, print dockets, and other tasks as needed for the traffic division

Ability to learn case management system including entering witnesses, addresses and other information

Process tickets and complete traffic journal entries as needed

Scan and/or Efile traffic documents as needed including redactions as required

Performs other related work as assigned

Knowledge, Skills, Abilities and Competencies:

Ability to present a friendly and professional image

Knowledge of and the ability to understand the policies, procedures, and services of the Office of the District Attorney and to make independent decisions in accordance with established policies and procedures

Knowledge of clerical practices and procedures, and business English, spelling, punctuation and math

Ability to establish and maintain effective working relationships with associates, clients, the courts and the public

Ability to communicate clearly and effectively, both orally and in writing

Computer skills and understanding and ability to learn processes for efilng

Knowledge of or ability to learn imaging and scanning processes

Position:

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.