



Lisa K. Schaefer
County Attorney

Office of the Des Moines County Attorney

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Administrative Assistant Job Description

Overview | The administrative assistant works directly with the County Attorney in the day-to-day management of the office, oversees support staff and ensures smooth and efficient operations of the County Attorney's Office.

Qualifications | Possess strong communication and organizational skills as well as the ability to multi-task. Proficiency in all facets of Microsoft Office.

Prior legal and/or accounting experience is preferred. Familiarity with pBk by Karpel, Tyler, Iowa Courts Online and the State's electronic filing system (EDMS) is a plus.

Education | Associate of Arts (AA) degree is preferred but not required.

Duties | Duties include but are not limited to:

- Direct supervision of support staff
- Management of office equipment and supplies
- Assisting in preparation of the annual budget
- Payroll
- Accounts Payable
- Purchasing
- Scheduling
- Arrangement of staff training/travel
- Organizing community engagement events
- Preparation of legal documents
- Other duties as assigned by the County Attorney