

Louisianas District Attorneys Association

Job Description

Class Title: Part-time Administrative Assistant	Job Code:
Department: Administration	Effective Date: 5/2024
	Last Revised: 5/2024

GENERAL PURPOSE

Duties for this part-time position include providing executive level administrative assistance to support the Louisiana District Attorneys Association, managing communications with the association membership and members of the public, scheduling appointments, and maintaining office calendar, handling special projects, procurement and other departmental responsibilities, and tasks as assigned by the Executive Director and his executive staff. Work requires the ability to multitask, strong organizational skills, and a high degree of initiative, independent judgment, and maintenance of confidentiality. This position requires the ability to work up to thirty hours per week.

SUPERVISION RECEIVED

Works under supervision and guidance of the Executive Director and his executive staff.

ESSENTIAL FUNCTIONS

- HANDLING CALLS, EMAILS, MEMOS, AND OTHER CORRESPONDENCE
- RECEIVING AND DISTRIBUTING OFFICE MAIL
- ASSISTING WITH MAINTAINING DIGITAL AND PHYSICAL RECORDS
- PREPARING REPORTS AND OTHER DOCUMENTS
- ASSISTING WITH TRAVEL ARRANGEMENTS FOR STAFF
- WELCOMING VISITORS TO THE OFFICE
- MANAGING CALENDARS AND SCHEDULING MEETINGS
- ORDERING SUPPLIES AND MAINTAINING OFFICE EQUIPMENT
- PERFORMS RELATED DUTIES AS REQUIRED

MINIMUM QUALIFICATIONS

Applicants must have experience or qualifications as an administrative assistant, executive or legal secretary. The ideal candidate must be detail oriented and able to handle and prioritize duties and complex work assignments efficiently. Must have the ability to communicate effectively with high level officials from across the state and the general public. Must also possess computer skills with a high proficiency in Microsoft Office Suites and excellent grammar and writing skills.

THIS IS A NEWLY CREATED POSITION and is subject to modification as skills and duties develop. This is an at-will employment relationship.

Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Salary and Benefits:

Competitive and subject to negotiation based upon qualifications and experience.

APPLICATION PROCESS AND DEADLINE:

Send letter of interest, resume to Wanjennia Atkins at wanjennia.atkins@ldaa.org. Deadline 4:00 o'clock p.m. May 24, 2024. Applications will be reviewed, and some applicants will be asked to appear in Baton Rouge, Louisiana for an interview. The applicants will be expected to cover their travel and lodging expenses for these interviews if selected to participate.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

LDAA is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, gender, religion, national origin, disability, political affiliation, or any other protected characteristic as outlined by federal, state, or local laws.