

# FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

## JOB DUTIES DESCRIPTION

### **Executive Assistant to the District Attorney**

The Office of the Fulton County District Attorney is seeking an experienced Executive Assistant.

Salary Range: \$42,803.00 - \$64,204.00

Salary will be commensurate with experience. To apply, send resumes to:

Cierra Cavor  
Office Manager  
136 Pryor Street S.W.  
Atlanta, Georgia 30303  
Da.Employment@fultoncountyga.gov  
(404) 612-2565

#### **Job Summary:**

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of the District Attorney's office. The ability to interact with staff in a fast paced environment while remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Excellent written and verbal communication skills, strong decision making ability and attention to detail are required.

#### **Essential Duties**

- Responsible for management and planning of the District Attorney's schedule
- Coordinate a variety of complex executive meetings
- Answer phones and direct all incoming calls promptly and efficiently
- Receive and process high volumes of correspondence
- Handle various duties and assignments as needed by the District Attorney

#### **Experience and Training**

- Bachelor's degree strongly preferred
- 5+ years of administrative experience working for a senior level executive or law firm partner is preferred
- Excellent command of the English language, including impeccable grammar and spelling
- Ability to understand and maintain a plethora of information
- Ability to effectively set priorities and handle multiple situations and projects simultaneously
- Strong customer service orientation
- Excellent interpersonal and organizational skills required
- Research skills, including on-line research techniques