



## **Office Support Representative – District Attorney (NCS03293)**

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*We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*

**SALARY:**

\$38,142.96 Annually

**DEPARTMENT:**

District Attorney

**OPENING DATE:**

09/19/2022

**CLOSING DATE:**

10/14/2022 11:59 PM

**POSITION DESCRIPTION:**

This is a non-Civil Service announcement. The Office Support Representative 2 performs a variety of entry-level clerical, administrative, and customer service-oriented duties that may require the use of limited independent judgment and skill in processing, communicating, creating and/or maintaining various records, files, and information. Performs related duties as required.

**TYPICAL DUTIES:**

**Specific Job Responsibilities include:**

- Provide daily office support including processing General Sessions Dockets
- Relieve front desk receptionist for breaks, lunch and PTO
- Receive and direct visitors to the office
- Operate office machines such as, a computer, copier, scanner, and fax machine
- Compile reports from various systems to print daily dockets
- Check in and scan dockets
- Distribute mail
- Organize mailboxes
- Submit paperwork to Grand Jury Area

- Type and submit forms to TAC for out-of-county checks
- Maintain dockets alphabetically by court date. and place dockets in the appropriate locations
- Perform other duties assigned by Records Supervisor
- Successfully comply with all other established policies and procedures of the office

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and experience with databases and computer software programs, including Excel and Word

*Candidates with accreditations earned in a foreign institute are encouraged to apply.*

**Additional Information:** Applicants considered for this position will undergo a background check and be given a skills test. Background checks and testing will be conducted by the District Attorney's Office. COVID vaccination is **required** as a term and condition of employment. Proof of vaccination is required on the first day of employment. Applicants must be legally authorized to work in the United States of America.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

*The Metropolitan District Attorney's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.*

## **PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:**

Microsoft 365/Office: Word, Excel, and PowerPoint. An ability to focus on details, analyze events, and communicate effectively. Basic knowledge of how to perform file/video conversions.

Resumes May be emailed: [DAApplicants@jnsnashville.gov](mailto:DAApplicants@jnsnashville.gov)

Davidson County District Attorney's Office  
Washington Square Bldg.  
222 2nd Ave. N., Suite 500  
Nashville, TN 37201  
(615) 862-5500

## **Employment Type**

Full-time



Requests for ADA accommodation should be directed to Randall Ladd @ 615-862-5500