



## CLASS SPECIFICATION

|                     |                                |                    |            |
|---------------------|--------------------------------|--------------------|------------|
| <b>Class Title:</b> | County Attorney Office Manager | <b>Class Code:</b> | 1158       |
| <b>Department:</b>  | County Attorney                | <b>Grade:</b>      | 21         |
| <b>FLSA:</b>        | Non-exempt                     | <b>Eff. Date:</b>  | 01/01/1998 |
|                     |                                | <b>Revised:</b>    | 11/18/2010 |

### GENERAL PURPOSE

Under general supervision of an administrative authority, performs supervisory and complex clerical duties in managing the operation of the County Attorney Office.

### EXAMPLE OF DUTIES

Interviews applicants and hires employees for support staff positions. Utilizes individual employee statistics and work product to provide accurate and impartial performance appraisals based on job standard guidelines and completion of established goals/objectives. Makes recommendations for merit increases. Addresses performance problems in a timely manner; makes recommendations for disciplinary action; initiates disciplinary action as directed.

Supervises and coordinates distribution of workload to support staff; checks work product for quality control and general problem solving. Responsible for and ensures office productivity and completion of work flow in a timely manner.

Trains employees or provides for training for employees. Reviews, approves and coordinates leave requests for support staff; assures adequate staffing needs are met.

Works closely with assigned special program coordinator in developing specific program functions and training.

Meets with County Attorney and division chiefs regarding implementation of changes in policies and procedures, assignment of staff and work product, personnel decisions and actions, and budget recommendations and decisions.

Prepares and monitors departmental budget and works directly with Auditor's Office regarding budget and expenditures. Attends Finance Services Team meetings and keeps County Attorney apprised of new procedures. Prepares statistical reports for County Attorney.

Composes and writes letters and other correspondence for County Attorney, Chief Deputy and Criminal Chief Deputy signatures.

Composes and creates document templates for staff which includes encoding data fields for documents, and used in correlation with the PIMS database program.

Makes travel arrangements, including hotel and airline reservations, for County Attorney, deputy attorneys and other employees. Prepares all travel requests and reconciliations; monitors and controls all credit cards and funds.

Maintains a variety of accounting records, including personnel records and time sheets; prepares payroll and vouchers; processes personnel actions; orders office supplies and equipment; maintains inventory.

Assures that all equipment repairs are accomplished, including equipment without maintenance agreements. Works with sales representatives in selecting new equipment.

Secures and deposits all revenue coming into the office and assures that appropriate accounts are credited.

Develops procedures for adapting workload to new computer programs and technological changes; contact vendors to report problems; makes in-house modifications to computer data management system.

Responds to technical questions and complaints, and resolves problems.

Operates computers and other office equipment. Assists with work assigned to support staff as needed.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

Graduation from high school and two (2) years of college level course work in management, bookkeeping or a closely related field, plus five (5) years of paid full-time progressively responsible experience as a legal secretary, at least two (2) years of which must have been in a supervisory or leadworker capacity in a law office, or an acceptable combination of education and experience.

#### **2. Special Qualifications:**

Must pass a criminal history background investigation.

Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Possess, or obtain within six months of hire date, a Utah Prosecutorial Assistants Association certification.

Must be bondable.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### **3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** modern office practices and procedures; legal terminology and practices/procedures; organization and jurisdictional requirements of the court system in Utah; proper format for documents in Davis County and other jurisdictions; Appellate Court rules and regulations; policies and procedures of Judges in Circuit Court, District Court, and Juvenile Court;



## CLASS SPECIFICATION

steps involved in investigation and filing of criminal charges; court practices and procedures; proper grammar, spelling and punctuation. Working knowledge of modern management techniques and bookkeeping practices.

**Skill in:** keyboarding at 50 wpm (net); operating modern office equipment including, but not limited to, a multi-line telephone, fax machines, and copiers; proficiently operating computer hardware, applicable software and database programs; professional telephone etiquette and assisting callers. Shorthand is desired.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** manage an office; direct and supervise the work of others; train employees; read, understand and interpret policies, procedures and regulations; exercise initiative and sound independent judgment and react resourcefully under stressful and varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, the courts, law enforcement agencies, victims/witnesses, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***