

OFFICE MANAGER - Prosecutor

GENERAL STATEMENT OF DUTIES: Plans, coordinates, and directs the clerical operations of the Prosecutor's Office, including supervision and training; oversees the Prosecutor's Office's computer systems, technological equipment, and physical layout of the office; works with and under the direction of the Chief Assistant; performs other duties as required.

STATEMENT OF TASKS:

Supervises the Prosecutor's Office clerical personnel, trains new and transferred clerical employees, distributes work, evaluates performance, and recommends clerical discipline and transfers as necessary;

Plans, establishes, and maintains office methods and procedures;

Assists in the interviewing and selection of clerical employees;

Oversees Prosecutor's college student intern program;

Prepares statistical reports as directed;

Oversees and monitors Prosecutor Office computer systems and other equipment and arranges for replacements, modifications and software changes as required; is office liaison to MIS and PAAM for computer systems;

Acts as liaison to various other County departments and other agencies;

MAY BE REQUIRED TO:

Prepare or assist in the preparation of Department payroll;

Assist in the preparation of department budgets;

Assist with managing grant contracts;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

KNOWLEDGE, SKILLS AND ABILITIES:

Leadership ability in the context of a fast-paced, high-stress legal environment;

ability to supervise clerical employees in various divisions of the Prosecutor's Office;

Knowledge of procedures, practices, and policies of the Prosecutor's Office, including familiarity with legal terminology;

Ability to work under the direction of Administration and to collaborate with Managing Assistant Prosecuting Attorneys;

Ability to work under stressful situations;

Ability to attend work regularly;

Ability to maintain good interpersonal relationships;

Ability to communicate effectively, both orally and in writing;

Ability to use computers and to solve user-related computer and technology issues;

Ability to maintain complex records and to prepare reports from them.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, with a concentration in one or more of the following fields: Criminal Justice, Business, Office or Public Administration, or Computer Systems -AND- Two (2) years experience as an employee in the Genesee County Prosecutor's Office.

-OR-

Sixty (60) semester hours from an accredited college -AND- Five (5) years experience as an employee in the Genesee County Prosecutor's Office.

-OR-

Thirty semester hours from an accredited college; and Five (5) years experience as an employee in the Genesee County Prosecutor's Office -AND- Two (2) years experience as a supervisor in a work environment.

Established: April 16, 2012



Human Resources