

OFFICE MANAGER

GENERAL STATEMENT OF DUTIES: Plans and coordinates the clerical operations of a department including supervision, business management, and training clerical employees; work is performed under the supervision of the department head or elected official or designee; performs related duties as required.

STATEMENT OF TASKS:

Supervises office personnel, establishes work schedules, distributes work, keeps time and leave records, recommends and issues discipline, and evaluates the work performance of subordinates;

Plans, establishes and is responsible for implementing and maintaining office methods and procedures;

Assists in the interviewing and selection of clerical applicants;

Establishes training programs and reviews and evaluates the progress of employees in those programs;

Acts as liaison with various County departments;

Monitors computer systems and makes arrangements for modifications if required;

Assists employees with computer questions concerning computer and software usage;

Assists with the implementation of new equipment and related products;

Researches and recommends the selection of new office equipment, computer software and hardware, and other office supplies.

MAY BE REQUIRED TO:

Prepare or assist in the preparation of departmental payroll;

Establish and maintain bookkeeping systems;

Assist in the preparation of departmental budget(s);

Compile statistical reports;

Provide secretarial services to the department head or elected official;

Assist in coordinating cases in the Court system;

Assist in coordinating law enforcement data as it relates to LEIN operation.

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:

Knowledge of office management practices and procedures as they relate to the specific job assignment;

Knowledge of legal/law enforcement terminology and applicable laws;

Knowledge of appropriate supervision and evaluation techniques;

Knowledge of general bookkeeping procedures;

Knowledge of computers and related software;

Ability to plan, conduct and assist in the development of new office procedures;

Ability to implement, maintain and evaluate training programs;

Ability to utilize computers and the ability to solve user-related problems;

Ability to establish and maintain good working relationships with County Officials and other County employees;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

BBA with a concentration in Office Administration, Office Systems, Computer Information Systems or Business Administration and one (1) year of experience supervising clerical employees;

Or

Associates Degree in Business Management, Computer Information Systems, General Business or Office Occupations and three (3) years of clerical experience;

Or

Five (5) years of progressively responsible clerical experience.


Established: May 1, 1975

Revised: December 16, 1980

Revised: November 15, 1994

Revised: April 27, 1999

Revised: September 8, 2000



Human Resources Director