

PROSECUTING ATTORNEY'S ADMINISTRATOR

To supervise, plan and coordinate the activities and operations of the Prosecuting Attorney's Support Services section including personnel management, budget administration, office space planning, library management and computer automation; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Prosecuting Attorney.

CLASSIFICATION DISTINCTIONS

Receives administrative direction from the Prosecuting Attorney.

Exercises direct supervision over professional and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Participates in the development and implementation of goals, objectives, policies, and priorities for civil, criminal, justice support and administrative programs including budgeting, personnel management, facility layout and planning, computer systems, and library management; identify resources needs; recommend and implement policies and procedures.
- Manage and participate in the development and administration of the Prosecuting Attorney's Office annual budget, direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Select, train, motivate and evaluate legal and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; process payroll and personnel information for office employees.
- Direct, coordinate and review the work plan for support staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee the Maintenance of record keeping systems throughout the office including library documents, case records, accounting records, and personnel records.
- Analyze and participate in facility planning activities including office layouts, renovation, construction, and long term planning; coordinate facility maintenance and repair needs; coordinate the maintenance of office phone systems.

- Plan, develop, and implement automated office systems including system hardware and software; oversee system maintenance; meet with the prosecuting attorney staff to identify system needs.
- Monitor and administer program grants; ensure compliance with pertinent laws, policies and procedures.
- Coordinate non-legal activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Prosecuting Attorney; prepare and present staff reports and other necessary correspondence.
- Identify opportunities for improving service deliver methods and procedures; review with appropriate management staff; implement improvements.
- Represent the Prosecuting Attorney at meetings as requested; participate on a variety of boards and commissions; recommend modifications to County policies and procedures as appropriate.
- Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree from an accredited college or university with major course work in business administration or a related field.

Three years of increasingly responsible office management experience including one year of supervisory responsibility.

Knowledge of....modern and complex principles and practices of business and office administration; principles of supervision, training, performance evaluation and personnel management; advanced principles and practices of budget development and administration; principles of data processing as applied to automated office systems; legal terminology and the forms and documents used in legal clerical work; legal procedures and practices involved in composing, processing and filing a variety of legal documents; standard legal references and their contents; business letter writing and basic report preparation; principles and procedures of record keeping and reporting; and pertinent Federal, State and local laws, rules and regulations.

Ability to....plan, organize and supervise the work of professional and clerical personnel; interpret and explain County administrative policies and procedures; analyze and participate in office planning activities; plan, develop, implement and maintain office automation systems; prepare and administer large and complex budgets; oversee the preparation of legal documents, correspondence and reports; analyze situations carefully and adopt effective courses of action; select, supervise, train and evaluate staff; prepare clear and concise reports; and communicate clearly and concisely, both orally and in writing.

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