



OFFICE SERVICES MANAGER – PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class #: 235400
Pay Range: Professional 07

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly responsible, varied administrative work providing direct support to the Pierce County Prosecuting Attorney. This classification performs a broad range of office administrative functions that require considerable knowledge of the policies and procedures and administrative guidelines of the Pierce County Prosecuting Attorney’s Office. This position is distinguished from other classifications by the complex nature of the integrated functions, the confidentiality requirements of the position, and the contact with high-level government officials, members of the public and staff. Work in this position involves considerable discretion in defining a plan of action and carrying the task through to completion. Work is reviewed periodically by the Administrative Manager and the Prosecuting Attorney.

ESSENTIAL FUNCTIONS

- Assists Prosecuting Attorney in prioritizing use of time. Schedules appointments and meetings and screens incoming telephone calls. Greets public, government officials and staff requesting a meeting with the Prosecuting Attorney.
- Reads, analyzes and distributes correspondence addressed to Prosecuting Attorney. Opens and distributes mail and routing for Administration.
- Develops and maintains effective working relationships with other county departments and governmental agencies.
- Notifies media regarding press releases.
- Coordinates travel arrangements for Prosecuting Attorney.
- Attends monthly management meetings and annual management retreat.
- Maintains Prosecuting Attorney files and records.
- Acts as department coordinator for telecommunications needs and requests for Maintenance.
- Oversees computer needs for Administration. Serves as backup to technology coordinator in criminal division and attends weekly technology coordinator meetings. Attends computer training to maintain and build skills.
- Assigns and tracks Lexis/Nexis passwords and logins for department
- Assigns and tracks keyfobs and Internet accounts for department.
- Maintains office policy and procedure manual and administrative guidelines and responds to staff inquiries regarding these documents.
- Creates a personnel data base, maintains online data files, background, personnel and medical files for 200+ employees.
- Coordinates computer access, telephone, and voicemail needs for new employees. Prepares personnel action form and schedules orientation. Meets new employees and provides appropriate guidelines, and memoranda regarding office policy. Provides employee an orientation checklist and schedules photo for employee photoboard.
- Logs incoming resumes and generates letters to applicants.
- Types letter of intent and sends with personal history questionnaire to prospective employees.
- Maintains database for performance evaluations. Sends evaluation forms electronically to every employee and monitors progress of each form through entire signature process. Prepares personnel

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action form when step increase or promotion is approved at direction of Administrative Manager.

- Provides statistical information regarding personnel.
- Logs and tracks attorney compensatory time.
- Maintains department organizational chart and employee photoboard.
- Processes all notary renewals/commissions.
- Processes loan verifications.
- Requests car tax letter and reports monthly mileage on department fleet vehicles.
- Provides backup to Accounting Assistant in preparation of vouchers, ordering of supplies and travel coordination.
- Provides backup for department payroll.
- Provides assistance to Chief Administrative Deputy.
- Coordinates reservations and registration for deputy prosecuting attorneys attending annual Washington Association of Prosecuting Attorneys conference.
- Performs miscellaneous duties and assignments as requested by the Prosecuting Attorney and the Administrative Manager.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office management, principles, practices and techniques.
- Considerable knowledge of established policies and procedures for the Prosecuting Attorney's Office.
- Considerable knowledge of the criminal justice system.
- Knowledge of the basic functions and organization of Pierce County government.
- Knowledge of computer systems including the LAN
- Knowledge of computer applications, especially word processing and spreadsheet applications.
- Basic knowledge of personnel and payroll policies and procedures.
- Knowledge of basic principles of accounting.
- Ability to establish and maintain effective working relationships with co-workers, the general public, private and public officials, and other persons of high rank.
- Ability to understand and execute complex oral and written instructions, to anticipate departmental requirements, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to exercise effective judgment in evaluating situations and making decisions quickly.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle stressful situations and work under pressure.
- Ability to maintain confidentiality of sensitive matters.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Four years of progressively responsible experience as a legal assistant, legal secretary or related legal staff support function, including one or more years in a supervisory/lead position. Training by an accredited vocational school, college or university in the field of legal support work is preferred. Other education or experience, which clearly indicates the ability to perform the essential functions of the position, may substitute for the recruiting requirements.