



MANAGEMENT ASSISTANT - PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class#: 238800
Pay Range: Professional 07

FLSA: Exempt
Represented: No

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, conducting complex management studies, audits and analyses of current and proposed operations. This must maintain a high level of confidentiality and has day to day 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. An employee in this classification is selected by the elected Prosecuting Attorney and serves at his or her pleasure. This position is exempt from the Career Service System.

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.
- 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.
- Provides assistance to Chief of Staff.
- Conducts complex management studies, audits and analyses of current and proposed operations and programs and make recommendations for improvements.
- Develops and prepares written reports regarding research, findings and recommendations.
- Advises management and staff regarding complex, multi-dimensional issues impacting diverse programs and policies.
- Assists management in formulating and implementing strategic plans, initiatives, departmental policies, goals, objectives and performance standards.
- Serves as point of contact for information regarding policies and processes to assure that policies, procedures and methods are consistently applied.
- Assists in development/updates to policies and procedures.
- Attends meetings with managers, supervisors, public officials, private agency representatives and public/citizen boards and commissions.
- Oversees and assures the implementation of approved recommendations and action plans.
- Maintains effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Explains or interprets complex rules, policies, and procedures and may make decisions within those established policies and procedures.
- Participates in designing, writing, editing, and distributing informational materials to departmental staff, County departments and the public for educational and reporting purposes.

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- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets travel requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Works a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Performs other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Management Assistant – Prosecuting Attorney operates independently under general direction of the Prosecuting Attorney. The Management Assistant is responsible for coordinating administrative functions, various programs and projects for the Prosecuting Attorney. This position does not perform supervisory functions but may provide guidance and direction to staff within the organization.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Management Assistant typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Techniques of organization and management.
- Principles and practices of public administration.
- Established policies and procedures for the Prosecuting Attorney's Office.
- The criminal justice system.
- Research methodology, data collection, analysis and reporting.
- Fiscal accounting and general contract administration processes.
- Applicable federal, state and local laws, rules, policies and procedures.
- Computer applications, county data base programs, and spreadsheet applications.

Skill in:

- Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
- Communicating policy and procedures to the Department.

Ability to:

- Lead meetings, facilitate work groups and represent department/division management and leadership.

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- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical nature in support of Division/Department/County goals and objectives.
- Communicate effectively, both orally and in writing.
- Understand and execute complex oral and written instructions, to anticipate section and departmental needs, and to apply specific guidelines to a wide variety of work situations.
- Coordinate, analyze and administer a wide variety of tasks, including studies, programs, projects, policies and procedures.
- Prepare detailed and accurate analysis and reporting as assigned individual and team tasks in a timely manner.
- Establish and maintain effective work relationships with employees, management and other County departments as necessary.
- Organize multiple tasks and projects.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in public or business administration, or a closely related field and two years of progressively responsible administrative experience OR any equivalent combination of experience and education is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or the ability to meet the travel requirements of the positions is required. Ability to successfully complete all required background investigations including submission of fingerprints.