

JOB DESCRIPTION: **OFFICE MANAGER II/CHIEF LEGAL SECRETARY**

DATE: 02/11/2010

---

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	District Attorney	CLASSIFICATION:	015
SUPERVISOR:	District Attorney	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

---

**GENERAL STATEMENT OF DUTIES:** Supervise, plan and coordinate the activities of staff in the District Attorney's office. Perform secretarial duties for the District Attorney. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Perform a wide variety of secretarial duties for the District Attorney.

Develop, recommend and implement policies, procedures and office standards and practices for more efficient departmental operation.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

Arrange and coordinate meetings and appointments, including resolving conflicts of time and place, making reservations and notifying participants. Attend meetings, record matters discussed and prepare minutes.

Receive, sort, analyze and summarize material for the preparation of reports. Relay and interpret administrative decisions, policies and instructions.

Process legal documents in a timely and efficient manner which includes gathering data, distributing material to appropriate parties and maintaining accurate records.

Prepare, compose and/or transcribe from dictation correspondence, legal documents, reports, memoranda, and letters. Compile statistical data and prepare reports.

Confer with District Attorney regarding office activities and act as his/her representative when necessary. Perform public relations and liaison duties on behalf of the District Attorney.

Review daily mail. Assist in the preparation and monitoring of department budget. Record bills, prepare vouchers for payment and authorize expenditures within prescribed limits.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervise 5-7 support staff employees, including

**JOB DESCRIPTION: OFFICE MANAGER II/CHIEF LEGAL SECRETARY**

DATE: 02/11/2010

Legal Secretaries and Support Enforcement Staff. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the District Attorney.

**SUPERVISION RECEIVED:** Works under the general direction of the District Attorney who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to high school graduation plus an additional two years of specialized training equivalent to an associate's degree in legal secretarial/paralegal, business, office management or related field. Five years of progressively responsible experience in a legal office. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**DESIRABLE QUALIFICATIONS:** Work experience involving the public sector, e.g., within a court system. Prior supervisory experience.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of standard and legal office practices. Considerable knowledge of legal terminology and principles. Working knowledge of standard bookkeeping methods. Working knowledge of modern office management and supervision. Strong familiarity and skills with computers and general business software such as word processing, spreadsheets and databases.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are moderate involving the movement of files, books, equipment, etc., sometimes exceeding 40 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with adult and juvenile offenders. Exposed to hazards and risks which accompany exposure to inmates, offenders and persons undergoing trial.