

WASHINGTON COUNTY
Job Description

JOB TITLE: Office Administrator – Prosecuting Attorney

Exempt (Y/N) YES

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: October 2012

SUPERVISOR: Prosecuting Attorney

SUMMARY:

The incumbent is accountable for the coordination and operation of the administrative office functions, as well as preparation and maintenance of office budgets. Also, maintains necessary personnel and payroll data; prepares all documents necessary for extraditions, interstate compacts and out-of state subpoenas; interacts with out-of-state officials, out-of-state prisons, out-of-state prosecutors; prepares all transportation orders bringing prisoners to Circuit Court; and advises Elected Official on County policies, as necessary. Work involves considerable interaction with the public, various agencies, and police departments, often under stressful or difficult conditions. This person is responsible for the smooth and professional operation of the office. The incumbent is in a supervisory and training position and can substitute for each job, as necessary. The incumbent performs paralegal functions for attorneys to minimize/eliminate delay problems with the workload. The incumbent is responsible for answering to citizens, attorneys and agencies for any and all questions they may present. Acts as Executive Assistant to the elected Prosecuting Attorney.

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

1. Prepare the yearly budgets for the office, conforming to County and State requirements and maintain monthly expenditure records for the office.
2. Maintain office supply stock and procure equipment, stock when necessary. Maintain adequate supply of printed materials. Design and approve letterhead, envelopes, forms used for legal documents, and any other printed materials used in the operation of the office or viewed in public.
3. Design office procedure to handle paperwork, filing and establish workflow.
4. Sole responsibility for boosting and maintaining a high level of morale within the office. Design and promote initiatives that serve to encourage productivity and good communication.
5. Develop and promote programs within the office that encourage stability and good work ethic.

6. Review all subpoena requests from law enforcement and prosecutors, issue valid subpoenas, follow-up on receipt of records and attendance of witnesses and keep log of same.
7. Inform attorneys with matters involving County policies as necessary.
8. Maintain ACIC certification and remain proficient at running criminal histories and performing criminal background checks.
9. Handle all personnel issues including but not limited to intra-office conflict, interoffice conflict, reprimands and promotions.
10. Act as backup as needed for various positions within the office, including Senior Legal Assistant, Hot Check Coordinator, and Case Coordinators.
11. Assist attorneys in preparing cases for trial as well as testify in court as needed.
12. May receive and record restitution payments, make bank deposits and pay out restitution as needed.
13. Responsible for bi-monthly payroll data and all personnel data.
14. Work with law enforcement and Governor's Offices in other states as well as the Arkansas Governor's Office and Washington County Circuit Judges to prepare Extraditions, Governor's Warrants, and Executive Agreements.
15. Work with prisons and Agreement Administrators in other states as well as the Arkansas Department of Correction and our Agreement Administrator on all matters involving the Interstate Agreement on Detainers.
16. Makes independent decisions regarding extraditions, out-of-state subpoenas, police agency questions concerning new reports and subpoenas, Interstate Compacts, purchases, etc., all of which directly affects the work operations.
17. Incumbent is considered the authority on detainers, extraditions, executive agreements, interstate agreement on detainers and writs of habeas corpus ad prosequendum within the 4th Judicial District.
18. Maintain current knowledge on detainers, extraditions, executive agreements, interstate agreement on detainers and writs of habeas corpus ad prosequendum.
19. Handle all Petitions and Orders to Seal, including making decisions about sealing or expunging the records of convicted felons.
20. Acts as Executive Assistant to the elected official and maintain a personal file for official.

21. Ensure all necessary pleadings requested by attorneys are done and filed accordingly with the Courts.
22. Formulate work schedules, assign research, maintain office procedures and training of legal requirements for court filings, as well as training on several computer systems.
23. Take statements and prepare affidavits from individuals wishing to file charges, performs investigations to verify facts and allegations. Contact witnesses of defendant to seek voluntary statements and/or prepare documentation to subpoena uncooperative parties.
24. Supervises, trains and evaluates legal assistants, legal secretaries, law clerks, executive assistants, restitution clerk, juvenile division and part-time employees.
25. Responsible for all hiring decisions as well as all terminations of employment. Conducts all interviews.
26. Must be accurate in maintaining over six hundred thousand dollar County budget.
27. Must be accurate in maintaining vacation and sick hours for all State employees as well as communicating salary changes and promotions to the Auditor of the State and the Prosecutor Coordinator's Office.
28. Works closely with Warrant Department to verify validity of all outstanding warrants and work to solve problems relating to warrants.
29. Ensure that the law library is up-to-date by keeping inventory and ordering new case law volumes.
30. Attend County meetings as necessary. In the absence of the elected Prosecutor delivers presentations and provides information at County meetings, including but not limited to the Quorum Court and JESAP committee.
31. Act as liaison between the Prosecuting Attorney's Office and all other Washington County offices, Arkansas Governor's Office, Governors' Offices in all other states, Judge's offices, area Police Agencies, Police Agencies in other Counties and States, Arkansas Department of Correction, Arkansas Crime Information Center, Department of Community Correction Sex Offender Screening, Prisons in other states and the public while conducting said duties in a professional manner to ensure maximum cooperation.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct supervisory responsibility for 20+ employees, including but not limited to legal assistants, legal secretaries, restitution clerk, law clerks, administrative assistant, part-time employees, some attorneys and the juvenile division. Carries out supervisory responsibilities in accordance with the county's policies 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. Provide work assignments and training to employees and training employees on computer skills relevant to Case Systems, SOMS, SIRS, Microsoft Office, Westlaw, and all other office related programs.

QUALIFICATION REQUIREMENTS:

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:

Minimum of Bachelors Degree or equivalent, at least five (5) years of office experience (preferably within a law office) as well as 12 to 18 months of supervisory experience.

OTHER SKILLS AND ABILITIES:

The incumbent should have excellent supervisory skills, accounting skills and knowledge of governmental accounting procedures. Must have superb communication skills, ability to negotiate and do so diplomatically. Must be able to organize and assign work in an efficient manner. The ability to make quick, accurate decisions is essential. Knowledge of modern office practices, procedures and equipment is necessary. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings and rules of evidence. The ability to analyze facts, statements and evidence is also required. Must possess the ability to establish good rapport with individuals, often under difficult circumstances. Must be proficient in many computer software systems and be able to diversify these skills.

Solves problems on own such as: employee complaints, job assignments, problems with Circuit Clerk filings, issuance of warrants, field all unusual telephone calls and walk-in contacts that cannot be handled by anyone else, deals with witnesses and times of their appearance, stays in constant contact with Arkansas State Crime Lab for subpoenas, autopsies and reports, arranges maintenance for all equipment, etc. Secures all registrations, travel arrangements and hotel accommodations for all employees attending seminars, meetings, classes, etc.

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.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, and reach with hands and arms. Specific vision abilities required by this job include close, color and distance vision, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 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.

The noise level in the work environment is usually moderate.