

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Office Manager
DEPARTMENT: Prosecutor
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 2010

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Office Manager for the Cass County Prosecutor's Office, responsible for coordinating office operations and providing administrative support to Department personnel.

DUTIES:

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, scheduling appointments, and/or directing callers to appropriate individual or department.

Prepares, types, copies, organizes and files a wide variety of documents, including, but not limited to, criminal charges, statements, affidavits, discovery materials, judgment orders, plea agreements, warrants, subpoenas, and Court motions. Enters a variety of information in prosecutorial management system and performs administrative tasks for Prosecutors as directed.

Prepares charging information for felonies and misdemeanors and prepares copies of documents for submission to Clerk's Office and Courts.

Processes juvenile cases, including preparing case files and related reports, updating records, and filing charges with the Court.

Completes dictation and transcription for Prosecutors and assists with case preparation, including reviewing police reports, obtaining lab results, retrieving files, and researching legal issues via computer searches and library research.

Maintains trial calendars for all three Courts, schedules appointments for Prosecuting Attorneys with witnesses and victims, coordinates depositions with Court Reporters and defense attorneys, and prepares and ensures delivery of subpoenas to law enforcement officers, victims and witnesses.

Compiles statistical data for grant reporting purposes, prepares/submits grant paperwork, communicates with grant/funding agencies, balances grant funds, and assists with preparation of quarterly and final reports.

Prepares and submits Department payroll and claims to County Auditor, balances accounts, and prepares financial reports. Contacts vendors regarding invoice problems/concerns.

Prepares annual Department budget for submission to Auditor and maintains related financial data.

Performs various clerical duties, including, but not limited to, preparing, typing, copying and filing various documents, correspondence and reports; pulling files for Court and meetings; maintaining closed cases and dispositions; storing outdated files; and inputting case information/data in computer.

Renews license plates on Department vehicles and assures Department employees are legally bonded.

Contacts IT to arrange for computer maintenance/repairs as necessary.

Occasionally performs duties of other office staff in their absence or as needed.

Periodically attends meetings/seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Knowledge of and ability to make practical application of standard policies and practices of the Cass County Prosecutor's Office and related Court operations.

Knowledge of legal terminology, standard legal procedures/practices, and federal, state and local laws governing criminal proceedings, and ability to assist attorneys with preparation of legal documents as directed.

Knowledge of standard filing systems and ability to create and maintain Department files.

Knowledge of standard bookkeeping practices/principles and ability to prepare budget and payroll expenditures, balance accounts, and maintain complete financial records.

Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, court/legal documents, and written reports as required.

Working knowledge of/demonstrated ability in grant writing/administration.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.

Ability to effectively communicate, orally and in writing, with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to thoroughly research legal questions and identify/analyze pertinent facts related to cases.

Ability to plan/layout assigned work projects, count/perform basic arithmetic operations, and read/interpret detailed Court orders and documents.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine and standard Department policies and guidelines, with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct error, work delays in other departments, and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public for purposes of exchanging/verifying information, rendering service, and resolving problems.

Incumbent reports directly to Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIORNMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting objects weighing less than 25 pounds, close vision, bending, reaching, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Manager for the Prosecutor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name