



<b>WORKING TITLE:</b> OFFICE MANAGER	<b>CLASSIFICATION:</b> PROGRAM SUPERVISOR
<b>DEPARTMENT:</b> DISTRICT ATTORNEY	<b>DIVISION:</b> DISTRICT ATTORNEY
<b>PAY RANGE:</b> NBYCM 19	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Supervises organization, planning, and implementation of various functions of the Yamhill County District Attorney’s Office in accordance with County, State and Federal policies. Provides supervision and technical assistance to administrative staff members as well as delegates work, provides direction and reviews work, as necessary. Develops and provides training to administrative staff within the District Attorney’s Office. Provides direct administrative support as required to the District Attorney and Chief Deputy District Attorney. Responsible for a variety of confidential and advanced administrative support duties of considerable complexity. Perform professional or para-professional duties for a portion, but not a majority, of work time. Requires initiative and independent judgment while working effectively with elected officials, department heads, and community partners. This is a non-bargaining position.

***SUPERVISION RECEIVED:***

Works under the general supervision of the Chief Deputy District Attorney, with considerable independent judgment.

***SUPERVISION EXERCISED:***

Supervises administrative support staff in the Criminal Division of the District Attorney’s Office.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Leads, plans, organizes, reviews, and supervises the work of administrative staff within the District Attorney’s Office in carrying out responsibilities related to legal procedures, policies, and matters involving the criminal division, including routine and regular updates to the case management system.
- Performs tasks related to fiscal and budget management.
- Manages administrative support staff.
- Makes recommendations to the Chief Deputy District Attorney regarding office procedures and policies.
- Holds staff accountable for outcomes and ensures compliance with pertinent federal, state and local laws as well as industry-standard best practices.

- Reviews performance, prepares performance evaluations, and develops workplans for staff.
- Responsible for receiving, processing, and coordinating public records requests.
- Acts as liaison with law enforcement for issues related to records and discovery.
- Responsible for CJIS compliance.
- Assists Office Administrator in analyzing budget histories and expected revenues. Works with Office Administrator in monitoring revenues and expenditures for administration budgets. Assists Office Administrator in building annual budget for the criminal division.
- Inputs and certifies timecards for payroll.
- Provides information by phone or in person about office-related functions and services.
- Prepares and analyzes reports, weekly and monthly financial reports.
- Ensures that the activities of the office are conducted in a manner that is consistent with department policy and procedures.
- Reviews, audits, and interprets operational data to assess need for procedural revisions and enhancements. Participates in the development and implementation of operating policies and procedures.
- Reviews and interprets pending legislation, statutes, and administrative rules pertinent to operation of the office.
- Assists with recruitment of new personnel.
- Undertakes special projects as assigned.
- Performs other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Leadership and supervisory principles and practices, including planning, organizing, directing, motivating, and decision-making for a culturally and generationally diverse team.
- Office and County policies and procedures, both administrative and personnel.
- Federal, state and local laws, codes and regulations as pertaining to the District Attorney's Office.
- Statutes, regulations, policies, procedures, and guidelines related to records management and personnel rules.
- Financial and statistical record keeping.
- Basic accounting principles.
- County collective bargaining agreement and pertinent labor laws.
- Microsoft Office, including Outlook, Word, and Excel.
- Virtual meetings software, including Teams and Zoom.
- Customer service principles
- Public records request process.
- Confidentiality rules.

**SKILL IN:**

- Establishing and maintaining effective working relationships with other employees, clients, organizations, and the public.
- Developing, implementing, and administering work processes.
- Interpreting, analyzing, and reconciling data within the accounting system.
- Personnel development and supervision.
- Effective communication, both orally and in writing.

**ABILITY TO:**

- Work under minimum supervision and demonstrate strong initiative.
- Supervise and train employees, including organizing, prioritizing and scheduling work assignments to meet timelines.
- Make independent decisions when circumstances warrant.
- Recognize, evaluate, solve problems, and correct errors, and to develop processes that eliminate redundancy.
- Use independent judgement to escalate issues to manager as necessary.
- Conceptualize workflow, develop plans, and implement appropriate actions.
- Complete assignments in timely and accurate manner.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's Degree in related field and at least two (2) years of management experience, or five (5) years' management experience. At least one year of education or experience shall be in accounting, bookkeeping, business management, or budgeting. Experience in a legal field preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Subject to successful completion of a background check. Final hiring decision will be made by the District Attorney.

Possession or ability to obtain Notary Public Certification within three months of employment.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the workday. This is not a remote or hybrid position.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*