

WORKING TITLE: OFFICE ADMINISTRATOR	CLASSIFICATION: PROGRAM MANAGER II
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: VARIES
PAY RANGE: NBYCM 26	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Employs, supervises, and evaluates administrative support staff, including skill development and discipline. Develops, coordinates, and manages the office’s Victim’s Services and Support Enforcement employees, trains staff, manages and acquires grant funding, and complies with statutory and constitutional requirements. Assists in the oversight and preparation of program budgets. Manages office staff to ensure efficient and complete support of department attorneys and daily office requirements.

SUPERVISION RECEIVED:

Works under the general supervision of the District Attorney who assigns goals and objectives and reviews and evaluates work for effectiveness. Work is done with considerable independent judgment.

SUPERVISION EXERCISED:

Exercises full supervision over administrative staff, support enforcement supervisor and staff, victims’ services supervisor, and victim advocates.

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:

- Develops, coordinates, and manages Victim’s Services Program and Support Enforcement Program staff and supervisors, including reviews and evaluations.
- Hires, supervises, evaluates, and provides training to administrative staff.
- Designs programs to aid victims and witnesses of crime(s), in coordination with the division supervisor.
- Manages administrative support staff, including making recommendations to the District Attorney regarding the development of office procedures, policies, and coordination.
- Manages the acquisition, monitoring, and reporting on all office grants.
- Participates in the selection of new personnel.
- Makes recommendations on hiring and firing decisions.
- Provides training and advice on legal procedures, policies, and matters involving the criminal division, including routine and regular updates to the case management system.

- Assists District Attorney in preparing and monitoring of annual budgets
- Develops, implements, and evaluates office procedures.
- Develops and recommends office policies.
- Inputs and certifies payroll; maintains personnel records.
- Plans, assigns, and schedules work of subordinates; organizes and prioritizes workflow.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices, and procedures of the District Attorney's Office.
- Budgetary process and tracking.
- Legal mandates related to Victim's Rights and Support Enforcement.
- Direct services to victims of crime
- Supervision and management of personnel.
- Federal, state, and local laws, codes and regulations as pertaining to the District Attorney's Office.

SKILL IN:

- Effective communication, both orally and in writing.
- Establishing and maintaining effective working relationships with co-workers, other managers, and members of law enforcement.
- Preparing budgets
- Grant application, compliance, and monitoring.

ABILITY TO:

- Supervise a large staff of clerical and technical positions.
- Communicate effectively in both oral and written form.
- Establish and maintain effective professional relationships with coworkers, administrative personnel from various agencies, and the general public.
- Train and evaluate employees.
- Perform complex legal assignments requiring minimal supervision.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in related field and five years' experience with background in program administration and personnel management. Relevant experience and training in victim's advocacy. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. 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.

Will be subject to successful completion of a background check.

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. Incumbent may encounter frequent interruptions throughout the workday.

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 in office environments 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.