Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Chief Administrative Supervisor
Department:	District Attorney
FLSA Status:	Exempt
WC Code:	8810
Effective Date:	April 1, 2006
Change Effective:	April 26, 2017
Pay Grade:	NU16
Union:	Non-Union (Supervisory)

SUMMARY
This is an administrative and supervisory position which requires application of management and organization principles and specialized knowledge in the area of budgeting, personnel management and prosecutorial procedures. Is appointed by the District Attorney and serves at the pleasure of the elected District Attorney. Is responsible for the operation of the Support Services (Legal Secretaries, Victim Assistance and Support Enforcement). This position is the Budget Officer for the District Attorney's Office; develops and administers a budget; applies and adapts established accounting principles and procedures to a variety of County fiscal applications. Conducts complex financial and statistical analysis by interpreting and applying accounting and fiscal-related laws, ordinances, rules, regulations, policies and procedures. Provides public or other individuals with designated services, implements laws, codes, programs, or policies prescribed by legislative bodies by performing the following duties personally or through subordinate employees. Performs functions requiring a comprehensive understanding of the administrative, financial and technical operations of the District Attorney's Office (including legal research and application); participates in planning, policy analysis and development. Work is performed under the general supervision of the elected District Attorney who periodically reviews work for accuracy and compliance with departmental policies and state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises 11 subordinate staff members and 2 subordinate supervisors including training; assigning, scheduling and reviewing work, approving absences; conducting performance evaluations; administering discipline; and effectively recommending hiring, termination, pay changes or job changes.

2. Coordinates the activities of various office units in order to provide designated functions or services with a minimum delay and optimum efficiency and accuracy. Performs routine audits of office functions to determine accuracy and efficiency.

3. Prepares budget and estimates for all programs within the District Attorney's Office. Performs budget analysis and manages budget of over $2,000,000.00. Monitors and approves expenditures; identifies and implements mid-year adjustments. Oversees material purchases, inventory control and unit cost development; analyzes accounting and makes recommendations on effective internal cost control measures; monitors expenditures and distribution

of budgeted funds to assure compliance with approved limits for assigned programs. Responsible for all Accounts Payable & Accounts Receivable functions, inter-government and inter-fund transfers, payroll activities, contract services and grant accounting.

4. Is the Confidential Secretary for the District Attorney; drafts and prepares correspondence; schedules appointments; screens telephone calls and walk-in appointments; prepares legal pleadings and documents including stipulations, affidavits, arrest warrants, search warrants, sentencing orders, subpoenas, indictments, petitions and dismissal orders.

5. Reviews Oregon laws and County policies to update office programs, policies and procedures as changes occur. Informs subordinate staff of changes or interpretations of laws, codes, programs, policies or procedures.

6. Answers department inquiries from the general public, press, candidates, Political Action Committees and other County, Court or agency staff regarding laws, regulations, policies and procedures.

7. Analyze departmental division operating procedures such as recordkeeping systems, facilities utilized, suggestion systems, staff development needs/opportunities, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.

8. Processes all motions to set aside arrest and/or conviction. Conducts local, statewide and national criminal history checks, applies applicable laws in determining eligibility, prepares and files response with the court, and completely and accurately seals all records ordered to be set aside.

9. Process all extraditions of defendants from other states to Oregon. Completes applications for Governor's Warrants, Interstate Agreement on Detainers forms, and coordinates with jurisdictions in sending states and prisons systems.

10. Processes all applications for orders directing the attendance of witnesses to appear in another state. Prepares pleadings, arranges court dates and civil service, and coordinates with jurisdictions in receiving states.

11. Conducts legal research which includes expungements, extraditions, Governor's Warrants, Interstate Agreement on Detainers (IAD), and material witness procedures. Interprets and applies applicable laws.

12. Researches, compiles and maintains complex, sensitive or confidential data and documents where considerable knowledge of subject matter is required. Prepares financial and narrative reports which require balancing, reconciling figures and verifying data.

13. Performs administration functions for department by maintaining personnel records; assisting in the recruitment, hiring and training of division staff; developing, revising and recommending department division policies and procedures.

14. Acts as a liaison with other departments and outside agencies to coordinate activities; provides detailed information and assistance to staff, officials, organizations, and the public regarding department operations and policies.

15. Participates as a member of the District Attorney's management team. Represents the District Attorney before the Board of County Commissioners and other groups as needed; represents the department in a variety of county wide policy and procedure development committees; attends and participates in professional groups and committees. Evaluates operations and activities of assigned responsibilities; recommends and institutes improvements and modifications; plans and prioritizes work objectives and outcomes.

16. Utilizes computer hardware and software capabilities to develop formats and provide data management including extensive knowledge and ability on multiple computer programs. Participates in continued planning of office computer systems, making recommendations when warranted.

17. Ensures the proper maintenance of the District Attorney's Office records and computer operations, including storage and disposition of records according to State Archive Rules.

18. Provides back-up support to subordinate personnel during peak work load periods and scheduled and unscheduled leaves.

19. Responsible for administration and compliance with Law Enforcement Data System (LEDS) including training and certifying of support staff.

20. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities to 8 criminal prosecution staff and 3 victim assistance staff. Indirectly supervises 2 support enforcement staff. Responsibilities include interviewing, hiring and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
Requires knowledge of administrative practices. Requires knowledge in the principles and practices of accounting, purchasing and auditing, including governmental accounting and budgeting. Requires considerable knowledge of industry standard computer programs, English grammar and composition, business formats, arithmetic and record keeping. Requires extensive knowledge and experience in all phases of administration and personnel management, the general orders of the District Attorney's Office, the Oregon Revised Statutes, Oregon Rules of Court and the Oregon Administrative Rules. Requires the ability to communicate that knowledge and experience to others.

EDUCATION AND EXPERIENCE
Associate's degree in administration or management and six years progressively more responsible experience in accounting administering statutorily structured activities (*i.e. activities governed by Oregon Revised Statutes*, *OARs and Oregon Rules of Court),* program management and supervision; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

JOB IMPACT
Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the District Attorney's Office, the civil rights of employees, as well as the public. Consequences of error could include exposure to litigation, financial losses, layoff of department employees, public embarrassment, and dismissal of criminal charges if duties are not carried out in a timely and accurate manner.

JOB CONTACTS
This position generally has contact with other County departments, divisions and programs; city, county, regional, state and federal agencies; and the news media to receive or provide information. Frequent contacts are made with other County Departments, Divisions and Programs; criminal justice and law enforcement agencies in other counties and states; prisons; attorneys and citizens.

LANGUAGE SKILLS
Ability to read, analyze, and interpret complex documents, technical procedures, governmental regulations, business periodicals and professional journals. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public. Ability to communicate with angry or hostile individuals.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to research and apply for grant funding; provide appropriate documentation to funding agencies and maintain a relationship in accordance with reporting requirements. Ability to manage time well and be a self-starter. Ability to prioritize and organize assignments. Ability to work without close supervision and to collate information quickly and make sound decisions.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Position requires ability to obtain a LEDS certification and be a notary public.

BACKGROUND INVESTIGATION
Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT
This position works primarily in the office for management and administrative duties. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

PHYSICAL REQUIREMENTS
The physical requirements outlined 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 function.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☐	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☐	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☐	☒	☐	☐
☐	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☒	☐	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☐	Lifting strength	**# of pounds = 15-20 lbs.**			
☐	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☐	☒	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☒	☐
☒	Keyboard Operation	☐	☐	☒	☐
☐	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☐	Operation of motor vehicle	☐	☒	☐	☐
Speech, Vision & Hearing					
☐	Distinguish colors	Yes: ☒ No: ☐			
☐	Distinguish shades	Yes: ☐ No: ☒			
☐	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Telephone & in person & recordings			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☐	Heat	☐	☒	☐	☐
☐	Cold	☐	☒	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☐	Noise	☐	☒	☐	☐
☐	Dust	☐	☒	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐