



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Office Administrator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Elected Prosecuting Attorney</u>	FLSA: <u>Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: <u>203</u>	

SUMMARY:

With limited supervision, the Office Administrator oversees, supervises, and administers financial, personnel, and operational activities of the Boone County Prosecuting Attorney’s Office.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Supervises and manages all Support Staff for the Prosecuting Attorney’s Office; creates and coordinates work schedules and calendars across all divisions; coordinates and conducts ongoing training for both current support staff and new hires; develops and maintains internal operation procedures, forms and systems; motivates to drive job performance and administers disciplinary measures; conducts performance reviews; monitors and approves payroll and leave requests; conducts hiring process for all new positions; reviews all new position applications and interviews applicants; routinely reviews support positions for appropriate classification.

Develops, monitors, and administers all budgets for the Prosecuting Attorney’s Office; keeps accurate accounting of all budgetary matters; manages the fiscal activities and projects for the Office; directs the development of written and statistical, and financial reports; prepares the annual budget for all divisions and cost centers associated with the Prosecuting Attorney’s Office; processes payment requisitions, journal entries, budget revisions, and amendments; reconciles budget with the Boone County Auditor’s Office; routinely reviews posted general ledger activity and initiates follow-up or corrective actions as needed; coordinates all fiscal activities and projects for all department budgets.

Serves as liaison between the Prosecuting Attorney’s Office and County Offices and Departments concerning budget and finance activities, computer interfaces, and operations;

prepares payroll requests and reviews posted payroll activity for accuracy; prepares Personnel Action Forms for signature.

Writes & prepares grant proposals for the Prosecuting Attorney's Office; monitors and administers grant funds for Prosecuting Attorney's Office; prepares and maintains grant reimbursements and statistical reports; serves as project manager for Prosecuting Attorney's Office grants.

Serves on committees, attends meetings, appears before the Boone County Commission, and handles special projects as directed by the Elected Prosecuting Attorney.

Serves as Custodian of Records for the Prosecuting Attorney's Office; responds to records requests under Missouri Sunshine Law RSMo-Chapter 610.

Develops and maintains management and statistical reports for the Office; responsible for computer security and administration; identifies computer needs and coordinates the improvement of software and hardware with the Information Technology Department.

Coordinates travel arrangements for witnesses; coordinates conference registration and travel arrangements for Prosecuting Attorney Staff.

Verifies all items and supplies ordered have been received and payments have been issued; processes bids; maintains inventory and supplies.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Advanced knowledge of personal computers and standard software applications related to legal support work, including Microsoft Office and Excel.
3. Advanced knowledge of the MULES, MACSS and KARPEL systems.
4. Advanced knowledge of accounting and bookkeeping practices.
5. Expert knowledge of filing and electronic record keeping systems.
6. Expert knowledge of legal processes and terminology.
7. Expert knowledge of the criminal justice system in the State of Missouri.
8. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
9. Expert skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
10. Expert skill in reading and preparing legal documents.
11. Expert skill in discretion and maintaining confidential information.
12. Expert skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.

13. Expert skill in handling stressful situations successfully and the ability to be congenial with other employees, court professionals and the public.
14. Expert ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
15. Expert ability to monitor and supervise the work of others.
16. Expert ability to work independently and follow instructions.
17. Expert ability to maintain a high level of accuracy and attention to detail.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, Court employees, attorneys and members of other entities. This position is subject to large workloads and stressful situations regularly.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, Criminal Justice, Social Work, Law Enforcement or related field, plus three years of accounting or bookkeeping experience, and one year of supervisory experience. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

Experience working in a legal environment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.