



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>09/2021</u>
DEPARTMENT: <u>Prosecuting Attorney</u>		JOB CODE: <u>203</u>

SUMMARY:

With limited supervision, the Office Administrator provides administrative and clerical support for the Elected Prosecuting Attorney; supervises support staff and oversees 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.*

Serves as Legal Assistant to the Elected Prosecuting Attorney; performs a variety of legal office support work; prepares letters, correspondence, forms, legal documents, records, reports, and other legal documents; enters and scans data into case management system; composes routine replies and letters to incoming mail; operates computers, maintains and updates files, electronic files and databases; performs word processing; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff.

Supervises and manages all support staff for the Prosecuting Attorney’s Office; creates and coordinates work schedules; monitors and approves payroll and leave requests; coordinates and conducts ongoing training for both current support staff and new hires; develops and maintains internal operation procedures, forms and systems; provides coverage for other Legal Assistants in their absence; monitors and evaluates workflow processes to develop and modify procedures to increase quality, efficiency, and effectiveness, motivates to drive job performance and administers disciplinary measures; conducts performance reviews; conducts hiring process for all new support staff positions; reviews all new position applications and interviews applicants; prepares Personnel Action Forms for signature.

Responsible for reviewing, checking, and entering all incoming law enforcement reports and digital and paper evidence for homicide cases; ensures all reports are accurately entered and forwarded for review and charging decisions; maintains a high level of accuracy in verifying information; transcribes audio and video evidence; communicates daily with law

enforcement agencies, courthouse departments, and personnel for needed reports and information.

Serves as System Administrator for Karpel case management system. Creates and maintains coding, events, templates, documents, and forms in the case management system; maintains confidential files and filing system; prepares, analyzes, and maintains statistical reports for the Elected Prosecuting Attorney.

Serves as Terminal Agency Coordinator for the MULES system; schedules training, monitors compliance with Missouri State Highway Patrol and NCIC rules and regulations; monitors the release of information regarding criminal history; assists with questions or problems related to MULES access. Conducts criminal history checks on new arrests, warrant requests, victims, witnesses, and prospective employees by reviewing historical wants and warrants.

Serves as administrator for the Prosecutor's Office access to the Missouri Department of Corrections Law Enforcement Notification System.

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

Performs all 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:

High school diploma or GED, plus 5 years clerical or office management experience, with 3 years' experience working in a legal environment. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, Criminal Justice, Social Work, Law Enforcement or related field.

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.