

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Office Manager
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F and on-call as needed
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 1997

STATUS: Full-time

DATE REVISED: December 2008, June 2021

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Office Manager for the Perry County Prosecuting Attorney's Office, responsible for supervising pre-trial diversion and check deception programs, coordinating office operations, ensuring proper collection and disbursement of pre-trial diversion and check fees, and assisting prosecutors with court cases.

DUTIES:

Supervises and directs assigned personnel, including orienting new personnel, planning and making work assignments, and communicating and administering personnel policies and procedures.

Maintains and supervises pre-trial and check deception programs, including accepting payments and depositing in appropriate office trust account with assistance from County Clerk, and dispersing fund to area businesses; receives and logs checks with insufficient funds, determines defendant's program eligibility, and prepares and mails letters and forms to defendants as needed; files forms in Clerk's Office, enters data on computer, and maintains office trust checking account.

Prepares and processes vouchers for Department payroll and other costs, including recording employee attendance, reviewing claim documentation, determining fund account numbers, obtaining signatures, typing and copying forms, and submitting to Auditor as required. Retrieves and distributes payroll checks.

Assists in preparing annual Department budget for submission to Auditor and maintains various Department budgets on computer system.

Prepares charges, legal pleadings, and new case files, including receiving, logging, and screening incoming police reports, checking criminal histories, probation lists and Bureau of Motor Vehicles (BMV) records, preparing and copying various documents, and obtaining proper signatures and initial hearing dates.

prosecutor/off mngr

Assists law enforcement personnel in locating case dispositions, as requested.

Prepares documents to set aside default judgements in infraction cases.

Answers telephone and greets office visitors, providing information and assistance, taking messages, scheduling appointments, and/or directing callers to appropriate individual or department. Assists law enforcement personnel in locating case dispositions as required.

Prepares, types, copies, organizes, and files a wide variety of documents, such as pre-trial diversion agreements, information's, legal briefs, correspondence, discovery materials, judgment orders, plea agreements, and court motions. Communicates with Clerk's Office to arrange and monitor service of documents, such as subpoenas and summons.

Assists with trial preparation, including obtaining court dates, preparing subpoenas for witnesses, scheduling appointments with witnesses and victims, and scheduling and coordinating depositions with defense attorneys, witnesses, and court reporters.

Maintains and orders office supplies as needed. Contacts vendors and arranges for equipment maintenance/repairs as necessary.

Sorts/distributes incoming mail, prepares outgoing mail, and regularly drives to/from County Courthouse Building.

Occasionally attends training seminars.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with minimum of two (2) years advanced education or equivalent combination of education, training, and/or experience in an accounting or secretarial role. Associates degree in a related business field and/or legal secretarial experience preferred.

Ability to meet all Department hiring requirements, including passage of criminal history check.

Knowledge of standard policies and practices of the Perry County Prosecutor's Office and related court operations, with ability to apply appropriate procedures accordingly.

Knowledge of legal terminology and standard legal procedures and practices, and ability to make practical application of state laws governing criminal proceedings and assist attorneys with preparation of legal documents.

Knowledge of standard filing systems and ability to create and maintain Department files.

Knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of basic bookkeeping and accounting practices and principles and ability to perform arithmetic calculations, assist with budget preparation, complete financial and statistical reports, and maintain complete and accurate financial records.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, court and legal documents, and written reports as required.

Ability to properly operate standard office equipment, including computer, typewriter, keyboard, telephone, copier, postage meter, printer, and fax machine.

Ability to supervise and direct assigned personnel, including orienting new personnel, planning and making work assignments, and communicating and administering personnel policies and procedures.

Ability to effectively communicate orally and in writing with co-workers, other County departments, courts, various federal, state, and local agencies, law enforcement agencies, attorney offices, witnesses, victims, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, collate, and classify data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to apply knowledge of people and locations and plan and layout assigned work projects.

Ability to occasionally work extended hours, evenings or weekends, and occasionally travel out of town for meetings and/or training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine and standard practices and procedures of Department, with priorities primarily determined by supervisor, statutes, court rules and regulations, and service needs of the public. Assignments and objectives are set jointly by incumbent and supervisor with some degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks, legally defined procedures, and notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct error and/or loss of money to Department, other agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, courts, various federal, state, and local agencies, law enforcement agencies, attorney offices, witnesses, victims, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Prosecuting Attorney.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard legal office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals. Incumbent occasionally works extended hours, evenings and/or weekends, and may occasionally travel out of town for meetings and/or training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Manager for the Prosecuting Attorney Pre-trial and Check Deception programs describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name