

DISTRICT ATTORNEY ADMINISTRATOR/ ASSISTANT PUBLIC ADMINISTRATOR

DEFINITION

Under direction, to plan, organize, manage, and perform a variety of administrative support functions for the District Attorney's office; to compile and provide day-to-day control of the Department budget; to coordinate and oversee special grants and reporting requirements; to provide supervision and training for assigned staff; to serve as Assistant Public Administrator with responsibility for coordinating and conducting the functions and activities of the County Public Administrator Office; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized, one-position class for the single position which performs a variety of management and administrative services functions in the District Attorney's Office. Responsibilities include overseeing and directing a variety of Department special grant administration and reporting functions. The position serves as an Administrative Services Officer for the Department. It also serves as Assistant Public Administrator and probates the estates of decedents who come under the jurisdiction of the County.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

Legal Secretary; District Attorney/Grant Administrator/Counselor/Liaison.

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EXAMPLES OF DUTIES

- Serves as administrative manager and coordinator for the District Attorney's Office.
- Plans, organizes, manages, and performs a variety of specialized administrative service functions.
- Compiles and provides day-to-day oversight for the Department budget.
- Develops, coordinates, and insures proper reporting for special grants.
- Establish work schedules and priorities.
- Hires, trains, supervises, and evaluates assigned staff.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- May represent the Department at budget request at budget hearings.
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Develops, prepares, and submits Department activity reports.
- Confers with the District Attorney in the development and implementation of Department operating policies and procedures.
- Maintains and submits payroll documents and records.
- Establishes, and updates information retrieval systems.
- Prepares purchasing documents and facilitates purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information; performs special projects and prepares reports.
- Prepares correspondence, informational material, and documents.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Serves as Assistant Public Administrator.
- Completes and files appropriate court documents.
- Makes court appearances as necessary.
- Sets up Coroner referrals for Public Administrator cases.
- Investigates cases.
- Ensures proper probate of decedents.
- Serves as Department representative with other County departments, community organizations, the public, and other government agencies, as delegated.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the District Attorney's Office.
- Functions and responsibilities of the County Administrator Office.
- Rules, laws, regulations, and codes governing operation of the District Attorney and Public Administrator Offices.
- Court documents and legal procedures.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to administrative services work.
- Principles of supervision, training, and staff evaluation.

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Ability to:

- Plan, organize, manage, and perform the administrative services functions for the District Attorney's Office and the County Administrator Office.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Insure the proper probate of estates.
- Assist with the development and implementation of Department operating policies.
- Review and analyze a variety of court documents, fiscal records, and accounting information.
- Interview people and make proper referrals.
- Develop, administer, and insure proper reporting for a variety of special Department grants and reimbursable programs.
- Exercise significant responsibility in the development, maintenance, and control of the Department budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for administrative services functions.
- Effectively represent the District Attorney's and the Public Administrator Offices in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least five (5) years of responsible experience performing a variety of administrative analysis, administrative services, and fiscal analysis and reporting work, preferably include experience in grant development and administration and substantial public contact experience. At least one (1) year of the experience should have been in a supervisory position.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.