

KITSAP COUNTY DESCRIPTION

TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT: Prosecutor

REPORTS TO: Manager, Prosecutor's Administrative Services.

GENERAL STATEMENT:

Exercises full occupational level confidential legal secretarial and office support skills. This position functions as the only secretarial support within the department for the Prosecutor and Manager, Prosecutor's Administrative Services and has major independent administrative responsibilities as well as being an active participant in the Manager's work.

Complexities in the work situation call for reliance upon the incumbent to use judgment, discretion, and have a good understanding of the superior's desires and functions. Supervision usually consists of statement of desired objectives and discussion of unusual problems.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

Essential Job Functions:

Perform confidential administrative and secretarial duties for the Prosecutor and Manager, Prosecutor's Administrative Services.

Assist in budget preparation by gathering pertinent information and statistics. Maintain budget statistics on department supplies and equipment. Provide department head with accounting data for budget preparation. Assist in maintaining complex fund accounting, or in preparing special reports or projects requiring extensive research, interpretation or analysis of statistical data. Provide input to supervisor regarding budget issues for assigned unit based upon inner-departmental research.

Coordinate department special projects, arrangements and activities that require extensive contacts within and outside of the Prosecutor's Office. Make all travel arrangements for the Prosecutor's Staff, Court and law enforcement personnel. In conjunction with all Criminal Division Chiefs and senior staff, coordinate office-wide calendar coverage for all courts. Issue "all hands" communication with concise documentation as to coverage arrangements to ensure all courtroom activity is covered.

Staff and coordinate meetings for Felony Division Chief. Research, compile and complete special project assignments as assigned by Prosecutor, supervisor, and Felony Division Chief. Resolve or supervise the resolution of inquiries, problems or complaints from the public on behalf of the Prosecutor, supervisor and Felony Division Chief. Organize and staff annual Felony Division training in conjunction with Felony Division Chief and Senior Deputy Prosecutors twice a year (mandatory training). Maintain full operation of Felony Division Library.

Oversee, order and maintains inventory of office supplies for all divisions. Receive price quotes and prepare purchase requisitions when required. Monitor office supply inventory and requisition needed supplies, conforming to budget guidelines. Assist in the selection and acquisition of office equipment and furniture.

Prepare charts, graphs, brochures, presentations, etc., as needed.

Assist Manager with the administrative portions of the hiring, discharging and/or disciplinary process and managing office activities. Act as liaison between support staff and management in order to ensure continued communication of the goals and objectives of the office. Provide input into the development of new and revised office policies and procedures.

Prepare and maintain full accounting of Kitsap County Prosecuting Attorney Trust Fund. Document and prepare all journal entries, post, reconcile and balance all ledgers. Process all restitution and DUI cost recovery payments received. Forward all restitution payments to non-profit organizations and maintain ledgers for reporting to the Prosecutor, supervisor and the non-profit organizations. Receipt and maintain ledgers for the Bouceback Program (bad check program).

Process invoices and vouchers and coordinates accounts payable with the Auditor's office. Review payment requests for accuracy and appropriateness. Receipt invoices and prepare or coordinate proper expenditure coding in preparation of payment of vouchers. Reconcile monthly statements and warrant "issues" registers. Assist in the development and modification of specific aspects of the existing accounting system for the Prosecutor's Office to improve procedures and assure conformity to internal office policy and accounting procedures. Prepare and processes purchase orders and requisitions, researching most cost effective alternatives.

Monitor and track criminal cases until final resolution for those cases handled in the Prosecutor's Office. Design, create and generate reports for Prosecuting Attorney and Criminal Division Chiefs tracking caseload activity. Assure time lines are met in compliance with Prosecutor's Office Standards and Guidelines. Prepare caseload reports for the Prosecutor and Manager for submission to the Board of County Commissioners during the bi-annual budget process. Extract information from the database to generate specialized reports in preparation for the Prosecutor's Annual Report. Prepare a variety of reports on a daily/weekly/monthly basis for law enforcement and non-profit agencies.

Coordinate and participate in the training of all newly hired support staff and deputy prosecutors on administrative issues such as policies, procedures, budget, computer usage etc. Provide in-depth legal assistant training to both receptionist and legal assistants on an on-going basis.

Use word processing software to prepare letters and documents from rough drafts, marginal notes, machine dictation or verbal instructions; reviews and corrects drafts of correspondence and reports for grammar, punctuation, spelling, and clarity. Correct wording where original meaning is not changed. Proofread typed copy.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Other related duties as required

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. The ability to operate a personal computer to prepare documents is required. Substantial phone and in-person contact requires the ability to communicate effectively. Must have the ability to travel to and work at other locations within the County as necessary. Must be multi-task oriented.

KNOWLEDGE AND ABILITIES:

Knowledge of: General and specialized office practice and procedures with specific training or education within the legal secretarial profession. Correct and effective use of legal terminology and business arithmetic required.

Ability to: Compose clear written explanations of legal procedures and effectively employ principles of good legal correspondence. Establish and maintain effective working relationships internally and with other county department. Understand and execute varied oral and written instructions and use good judgment in handling operational requirements for which guidelines are limited or unavailable. Operate word processing equipment. Type 60 wpm. Operate basic business machines including a computer, copier, etc.. Maintain professional demeanor under workload and stressful interpersonal situations. Handle more than one task at a time. Be highly organized.

MINIMUM QUALIFICATIONS:

Three years of secretarial experience to include two years in a legal field, preferably in criminal and/or civil prosecution, is required. One year of post-high school course work in secretarial skills or basic legal office practices may be substituted for one year of experience. Proficiency in the operation of word processing equipment is required. Minimum typing speed required is 60 wpm. Experience with Windows, Excel, and Word is required. Desktop Publishing experience is desirable. The position requires legal secretarial knowledge of civil and criminal law.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

A thorough background check through law enforcement agencies and previous employers will be conducted prior to appointment.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.