

LINN COUNTY CLASSIFICATION

TITLE: DISTRICT ATTORNEY EXECUTIVE ASSISTANT

NUMBER: 641

APPROVAL ORDER NUMBER: 2019-279

PAY RANGE: 17

DATE: SEPTEMBER 3, 2019

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as the Executive Assistant for the District Attorney. Supervise financial (budget, accounting and fiscal management) and personnel procedures and policies. Foster and strengthen relationships with other agencies and community partners; assist with community outreach and education. Supervise the daily work of the office support staff. Serve as back-up to the District Attorney.

SUPERVISION RECEIVED: Works under the general supervision of the District Attorney who outlines office policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned staff; gives input as part of a supervisory team regarding total office operations and policies; participates in the selection of new personnel, provides for training, evaluates performance, imposes discipline, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform Executive Assistant functions for the District Attorney and relieve the District Attorney from routine technical and administrative details and tasks. Serve as back-up to the Victim Services Coordinator.
2. Assist the District Attorney in community and crime victim outreach. Develop and foster relationships with community partners, law enforcement agencies, other governmental agencies and organizations to increase public safety. Recruit volunteers and interns to assist in the office. Provide opportunities to students and citizens who desire to assist crime victims. Provide educational opportunities for students who want exposure to the criminal justice system.
3. As part of a supervisory team, discuss and debate issues involving office policies, productivity, goals and personnel issues. Maintain confidentiality of sensitive information. Confer with the District Attorney to develop plans, resolve difficult questions or to clarify policies. Resolve difficult problems referred by subordinates, the public and other agencies.
4. With direction from the District Attorney, prepare the annual operating budget; maintain a record of expenditures and exercise expenditure controls over approved budget; prepare and submit vouchers for payment of monthly bills. Audit revenue and expenditure reports generated by the County Accounting Office. Submit corrections as needed.

5. Assist in developing contracts with subcontractor providers, monitor payments to subcontractors and review subcontractors' financial reports. Assist in the preparation of grant program funding proposals; maintain approved grant fiscal records and prepare expenditure reports.
6. Conduct special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the office.
7. Interview, select and provide for training of new assigned staff, provide education to all new employees regarding County and office policies, procedures, etc. Maintain office personnel files and attendance records; prepare Personnel Action Forms. Approve limited material and supply purchases.
8. Plan, assign and review work of subordinate staff and coordinate work flow. Evaluate work performance; meet individually with employees regarding performance and future expectations; provide counseling and discipline when appropriate.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of the office programs, practices and procedures; knowledge and familiarity with budget and accounting practices and procedures. Skill in staff supervision and planning, organizing and effectively managing employee work activities. Strong ability in public relations; strong ability to develop and maintain relationships with community leaders, department heads and office personnel; ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to conduct independent studies, manage technical programs, evaluate data and prepare clear and concise reports; ability to establish and maintain harmonious working relationships with other employees and with the public.

EXPERIENCE, EDUCATION AND TRAINING: Two years of progressively responsible experience in administrative, fiscal or legal office management work with supervision experience desirable; graduation from a community college with major coursework in or related to office management preferred; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.