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Scott County Government

Position Description Form

Position: Job Title: Office Manager
Department Name: County Attorney's Office
Supervisor Title: County Attorney

Position Summary:

The Office Manager manages the clerical and administrative support services for the County Attorney's Office including paralegal court-related tasks.

Essential Duties:

- Work with the County Attorney on all fiscal court matters
 - Letters
 - Phone calls
 - Written summaries (when needed)
- Coordinate scheduling for County Attorney and all assistants
- Respond to and resolve administrative inquiries and questions
- Prepare letters/documentation for County Attorney and Assistant County Attorneys regarding criminal and traffic matters
- Prepare delinquent tax installment plans, collection of tax fees and keep necessary records of the same
- Interview/meet with victims for criminal and traffic matters
- Prepare traffic and criminal complaints on E-Warrant System and in addition, prepare and submit EPO petitions, 202A Adult and Juvenile Petitions
- Assist in Guardianship matters
- Attend and conduct Tuesday and Thursday Show Cause hearings
- Attend Scott County District Court on Tuesdays and Thursdays, as needed
- Docket prep for County Attorney Office for Scott District Court matters, including copying and pulling case reports, citations and criminal histories as needed
- Attend pre-trial conferences as needed
- Order and maintain office supplies and coordinate maintenance of office and equipment
- Welcome and direct visitors and clients
- Maintain filing systems as assigned
- Answer, transfer phone calls, screening when necessary and take messages as needed
- Attend various meetings when needed
- Prepare any and all OSHA reports for offices

Secondary Duties:

- Address financial matters and records expenses
- Serve as bookkeeper and financial clerk for Scott County Law Library
- Responsible for all matters regarding the security and maintenance systems for the County Attorney's office
- Perform other duties as assigned or required

Position Dimensions

Education and Experience:

- High School education or GED equivalent
- Three years of related experience with supervisory experience

Preference will be given to individuals with an associate or bachelor's degree in a related field.

Supervisory Responsibility:

- Oversee daily work activities of the office
- Administration of all time and attendance for office including all time reports

Technology:

Use of Microsoft Office Suite including Word, Excel and Outlook and database applications.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.