



## CLASS SPECIFICATION

Class Code: 0106  
Date Est: 12/2000  
Last Rev:  
Last Title Chg:  
FLSA: Exempt

### LAW OFFICE MANAGER (District Attorney's Office)

#### **DEFINITION**

Under general direction, plans organizes and directs the programs in the Administrative Services Division of the District Attorney's Office; manages the fiscal operations of the department; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration or closely related field and five years of experience in financial management and budget administration, two years of which included supervisory responsibility; or an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATES**

None.

#### **SUPERVISION EXERCISED**

This classification has supervisory responsibility for the staff of the administrative services division in addition to being responsible for the fiscal operations of the department.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize and manage the special programs within the administrative division such as the fraud check diversion program, asset forfeiture, violence against women act and victims of crime act; monitor and evaluate program effectiveness and submit periodic reports to the District Attorney and the Board of County Commissioners.

Supervise the staff in the administrative services division, which includes determining staffing needs, staff selection and evaluation, administering discipline, identifying potential problems and resolving issues.

Manage and supervise the staff and operations assigned to the Administrative Services Division, either directly or through mid-level supervisors.

Manage and supervise the fiscal operations of the department including responsibility for the department's budget, grants, and departmental bank accounts; oversee the maintenance of financial records and preparation of financial reports; monitor and approve payroll transactions.

Administer contracts with service providers and with vendors for the purchase of equipment and supplies and service providers, ensuring compliance with County regulations and policies.

Monitor and coordinate staff development and licensure requirements for staff and approve payments for training and travel.

Ensure that assigned staff performs assignments in a safe and prudent manner, which does not expose them, or others to unnecessary harm or risk of on-the- job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental policies and procedures.

Countywide human resources policies such as Affirmative Action, sexual harassment, discrimination, and EEO.

Computer software specific to the department/division.

Programs and services offered by a District Attorney's Office

Washoe County budget and finance policies and procedures.

### **Ability to:**

Plan, coordinate and direct the administrative and fiscal operations of the District Attorney's Office.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Principles and practices of financial management, governmental accounting, and budgeting.

Contractual agreements and grant administration.

Principles and practices of program planning and evaluation.

Principles and practices of management and supervision.

### **Ability to:**

Plan, coordinate, manage, and supervise assigned programs, fiscal services and administrative functions.

Supervise, train and evaluate the work of assigned staff.

Establish priorities, work procedures, and performance standards.

Evaluate program effectiveness.

Determine cost effectiveness of departmental programs.

Collect data, analyze and evaluate financial data.

Write reports and present recommendations in a clear concise manner.

Communicate effectively both orally and in writing.

Establish and maintain cooperative working relationships with others contacted during the course of work.

Deal effectively with conflict and bring about effective resolution to problems.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX. Work is performed in a standard office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved: WERCCS Job Evaluation Committee

Date: December 26, 2000