

Champaign County Job Description

Job Title: State's Attorney Office Manager

Department: State's Attorney

Reports to: State's Attorney

FLSA Status: Exempt

Grade/Range: H

Prepared Date: June, 2013

SUMMARY Prepares and performs a variety of budgetary, financial, and administrative functions pertaining to the operation of the State's Attorney's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares and maintains payroll records. Computes attendance for department employees and calculates wages; submits records for payment.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper project. Ensures that accurate and prompt billings are established and payments are received.

Assists in departmental budget preparation by gathering data required for budget projections, assisting State's Attorney in budget development, performing routine mathematical calculations such as percentages and is responsible for annual budget preparation for all State's Attorney budgets & grants. Maintains records of subsequent budgetary expenditures.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases, and inventory of equipment.

Answers general inquiries from the public and other County staff regarding departmental policies, practice and procedures, and serves as liaison to other County offices.

Prepares required grant or contract fiscal progress reports and audits the receipt and expenditure of grant or contract funds.

Provides assistance to Civil Division attorneys in interviewing witnesses and research for attorneys, compiles list of witnesses and submits for subpoenas to insure appropriate witnesses are present at next hearing. Contacts witnesses to insure attendance in court.

Attends court hearings to assist attorneys with research and witnesses.

Assists in drafting pleadings to have appropriate orders and documents ready for hearing.

Other duties as required.

SUPERVISORY RESPONSIBILITIES May direct one to five clerical employees by coordinating work assignments, but has limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department. Requires knowledge of Excel and other financial computer programs and tools.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.