

**Champaign County
Job Description**

Job Title: Executive Assistant to Public Defender

Department: Public Defender

Reports to: Public Defender

FLSA Status: Exempt

Grade Range: I

Prepared Date: August, 2009

SUMMARY Assists the Public Defender in carrying out responsible administrative, fiscal and clerical functions in the department.

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

Assists and acts in a confidential capacity to the department head involving department operations including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

Responsible for the hiring procedure, disciplinary action and the supervision of support legal clerical staff and the coordination of clerical staff work assignments.

Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages and types budget documents. 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.

Prepares grant applications requesting funding from state and/or federal programs.

Responsible for the preparation of the department's biweekly payroll and benefit changes.

Prepares special and recurring reports for County and/or state by gathering data from various sources and typing information in appropriate reporting format. May utilize word processor, personal computer or computer terminal for reports.

Answers general inquiries from the public and other County staff regarding departmental policies, practice and procedures.

Maintains personnel files and records for department.

SUPERVISORY RESPONSIBILITIES Directly supervises the Public Defender clerical employees. Carries out supervisory responsibilities in accordance with the collective bargaining

agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 by three to five years of responsible secretarial experience or an acceptable equivalent combination of education and experience. Management skills are necessary. Requires good knowledge of the operations of the criminal justice system and court procedures.

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 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 solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 10 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.