

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Office Coordinator
DEPARTMENT: Office of the State's Attorney for Garrett County
REPORTS TO: State's Attorney for Garrett County
FLSA STATUS: Non-Exempt

SUMMARY: This position provides administrative support with secretarial responsibilities. The employee manages the office, provides secretarial services, prepares and maintains the budget and performs functions to relieve the State's Attorney and other co-workers of as many duties and details as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and monitors the State's Attorney's Office budget and is responsible for all financial procedures and records.
2. Coordinates and maintains a system to assist the State's Attorney with regard to employee leave/vacation approval, training, officer leave, court appearances and office staff time sheets.
3. Answers a high volume of telephone calls and is responsible for directing calls to the appropriate department/person or handling the call if knowledgeable on the subject under discussion.
4. Liaison between the State's Attorney staff and the State's Attorney.
5. Maintains a system to ensure that all documents are timely filed with the Circuit and Juvenile courts.
6. Maintains system for scheduling of cases in the Circuit Court and Juvenile Court.
7. Maintains databases of allied agency reports.
8. Monitors inventory of office supplies, equipment repairs, and asset management.
9. Establishes procedures that implement operational policies for more productive office performance by the State's Attorney's staff.
10. Prepares documents for cases transferred from the District Court to Circuit Court.
11. Performs typing and transcription including material of a technical and confidential nature and is frequently required to independently compose reports and correspondence.
12. Photocopies and files all Circuit and Juvenile Court documents and correspondence, including e-filing.
13. Transports legal documents to the Circuit Court Clerk's Office for filing in the Circuit and Juvenile Court systems and correspondence for metered processing and interagency distribution.
14. Receives, stamps, and distributes all in-coming mail.
15. Other duties may be assigned.

QUALIFICATIONS:

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

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Secretarial skills: typing and filing
- Advanced computer skills: knowledge of Microsoft Word, Excel and Access
- Adherence to the confidentiality of information received in the office
- Work without immediate supervision
- Organization and Concentration skills: ability to continue job performance with numerous interruptions

EDUCATION and/or EXPERIENCE:

AA Degree in Business Administration or related field and
Five years office experience, including management

LANGUAGE SKILLS:

Requires a high degree of language skills, both in oral communication and written correspondence with attorneys, law enforcement personnel, crime victims and witnesses preparing for trial. Knowledge of legal terms to adequately communicate with the public regarding their questions about the judicial system.

MATHEMATICAL SKILLS:

Bookkeeping skills are essential in the preparation and administration of the annual budget.

REASONING ABILITY:

Patience in dealing with individuals who are experiencing difficulties understanding law enforcement or the judicial system. Ability to prioritize the high number of tasks to be accomplished each day.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The only physical demands are those typical of an office setting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pleasant office environment. The only difficult condition results from a consistently heavy and demanding workload with deadlines to be met on a daily basis.