

Office Manager - Attorney

Dept/Div: Attorney

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult administrative work overseeing the effective operation of the County Attorney's Office; maintaining files and drafting documents, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Assists in the preparation of the County Attorney's Office budget; codes and prepares for County Attorney's signature all invoices received and submits for payment; maintains record of all expenses of County Attorney's office.
- Maintains personnel file for all County Attorney Office employees; tracks employee anniversary dates for performance appraisals, wage increases, and vacation/PTO increases; reviewed employee time sheets for County Attorney's signature and submits to Payroll.
- Purchases and maintains office supplies; manages major purchase of office equipment/furniture.
- Assists County Attorney in scheduling appointments, meetings, and problem solving.
- Manages process for job openings within the County Attorney's office; prepares and submits ads, sets up interview times with prospective candidates; sends follow up letters to applicants and interviewed candidates.
- Maintains agreements between County Attorney's office and outside agencies; main contact person for agencies for product, billing, maintenance, and training.
- Assigns felony cases to attorneys and maintains log of to whom cases are assigned to.
- Organizes and maintains criminal files; drafts and prepares criminal complaints and pleadings, works with local, state and federal law enforcement agencies on high profile cases, prepares essential legal documents at direction of attorney, maintains files including entering cases into MCAPS and providing attorneys for a charging decision, prepares criminal complaint and e-Charging to Court, notifies victim that case has been charged, prepares necessary pleading, sets up file for attorneys to take to court, provides discovery to defense attorneys, witness and victim, closes case out on MCAPS upon resolution.
- Assists with all forfeiture matters with County law enforcement on Minnesota State Patrol including: enters data in MCAPS, drafting Summons and Complaint on non-administrative forfeitures, drafts stipulations, administrative forfeiture certificates, default motions and orders; gathers all necessary documents and notifies all necessary witnesses.
- Manages organization and maintenance of all civil files; drafts settlement agreements between County Assessor and Petitioner on Tax Court Appeals and files Settlement agreement with Minnesota Tax Court; drafts all documents needed in condemnations, prepares annual letter to State Auditor regarding pending litigation involving the County.
- Assists with all appeals for the County Attorney's office including preparation of file, notification to Statute Attorney
- General's office; prepares for filing appeal memorandums and send to appropriate agencies.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of Westlaw, Minnesota Rules of Civil Procedures; comprehensive knowledge of Minnesota Sentencing Guidelines, Annual Firearms Report, Annual Minnesota State Auditor's Report for pending litigation, time sheets and budgets; thorough knowledge of standard office equipment and computer hardware and office software; thorough knowledge of MCAPS4, ability to make arithmetic calculations; ability to organize and perform work independently; ability to operate personal computers and related software packages, hardware and

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peripheral equipment; ability to maintain effective working relationships with court officials, attorneys, associates and the public.

Education and Experience

Associates/Technical degree in Legal Secretarial Studies, or related field and considerable experience as a legal secretary, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.