

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

TITLE: OFFICE ADMINISTRATOR

PAY GRADE: 7

QUALIFICATIONS:

1. High school graduate with proficiency in business education skills.
2. Post-secondary education in the criminal justice field, business and/or management or equivalent experience in the criminal justice field, business and/or management.
3. Three (3) years supervisory experience in a fast paced, high stress, professional environment.
4. Working knowledge of basic office procedures and the operation of general office equipment. Specific emphasis on proficiency in the use of computer programs and case management programs.
5. Demonstrate strong written, verbal and organizational skills.
6. Must have a high degree of independence and self-motivation.
7. Must have a good understanding of court procedures and the criminal justice system.
8. Must be reliable, responsible, and possess excellent leadership skills.
9. Must have excellent supervisory skills and the ability to exercise sound and independent judgment.
10. Must be able to deal effectively and professionally with a diverse public.
11. Such alternatives to the above qualifications as the Commissioners may find appropriate and acceptable.

REPORTS TO:

District Attorney or his/her designee

SUPERVISES:

(8) Trial Assistants, Legal Secretary, Receptionist/File Clerk, Restitution Specialist

MAJOR RESPONSIBILITIES:

1. Acts as personal secretary to the District Attorney and Deputy District Attorney.
2. Schedule all appointments and keep calendar for the District Attorney and Deputy District Attorney.
3. Daily supervision of all personnel and assist the District Attorney in the preparation of yearly evaluations for all employees.
4. Liaison between the District Attorney and attorneys/county employees in Androscoggin, Oxford and Franklin Counties.
5. Liaison between Maine District Attorney's Technical Services (MeDATS) and the District Attorney's Office regarding computer information.
6. Participates in interview and selection process of newly hired employees.
7. Perform the usual office routines and practices associated with a busy office including answering the telephone, operating a computer, typewriter, fax machine, photocopier, etc.
8. Take dictation of correspondence, reports, and other matters, and operates computer to transcribe dictated materials.
9. Prepare Androscoggin Budget and Joint Budget with the District Attorney.
10. Process and code all bills incurred by the District Attorney's Office pertaining to the Androscoggin and Joint Budgets.
11. Prepare the yearly federal grant contract for the three (3) Victim-Witness Advocate positions in Prosecutorial District Three. Prepare quarterly financial reports and final financial report for this grant.
12. Maintain extradition checking account. Process paperwork, record entries in QuickBooks and deposit monies relating to bail forfeitures from three counties (Androscoggin, Oxford and Franklin Counties).
13. Responsible for coordinating transportation arrangements and preparing necessary documentation involving the extradition of out-of-state prisoners. Maintain contact with the respective District Attorney's Office, out-of-state holding facility, prisoner transportation company and our local law enforcement until prisoners are returned to Maine. Oversee all extraditions in Oxford and Franklin Counties.

14. Responsible for coordinating transportation arrangements and preparing necessary documentation involving out-of-state prisoners requesting to be returned to Maine by way of the Interstate Agreement on Detainers. Maintain contact with the out-of-state holding facility, prisoner transportation company and our local law enforcement until prisoners are returned to Maine, adjudicated and returned back to the original holding facility. Oversee all detainees in Oxford and Franklin Counties.
15. Prepare monthly on-call schedule for all attorneys in Prosecutorial District Three.
16. Maintain office administrative records pertaining to vacation and sick time accrued for attorneys and county employees. Specifically, monthly attendance reports for all attorneys and weekly time sheets and monthly sick reports for county employees.
17. Maintain personnel folders on all employees from Androscoggin, Oxford and Franklin Counties.
18. Exercise supervisory control over general office files and all files maintained on special dockets.
19. Prepare monthly memorandum for payments received pertaining to discovery materials and submit to the Treasurer's Office for depositing.
20. Process the incoming mail daily for the District Attorney.
21. Prepare correspondence, pleadings and memos pertaining to civil suits.
22. Routinely requisition supplies, request purchase orders, file memorandums for Commissioners' approval and organize the purchasing of all major office equipment for the D.A.'s Office in Androscoggin County.
23. Periodically order supplies and reference books for all counties (Androscoggin, Oxford and Franklin).
24. Inventory all county property obtained within the D.A.'s Office in Androscoggin County and submit written record to the Commissioner's Office on a yearly basis.
25. Prepare Appointment Certificates and Certificates of Qualification for the District Attorney and all Assistant District Attorneys in Prosecutorial District Three.

Normal Work week: 40 Hours

Approved by Commissioners on 01/21/15