

LINN COUNTY CLASSIFICATION

TITLE: DISTRICT ATTORNEY OPERATIONS SUPERVISOR
NUMBER: 640 **APPROVAL ORDER NUMBER: 2019-278**
PAY RANGE: 17 **DATE: SEPTEMBER 3, 2019**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Oversee the operational activities of the District Attorney's Office with a focus on case management and the computer case management software system. Monitor work flow of the office and supervise the daily work of office support staff. Foster and strengthen relationships with other agencies and private firms. Serve as back-up to the District Attorney Executive Assistant.

SUPERVISION RECEIVED: Works under the general supervision of the District Attorney who outlines office policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned staff; gives input as a part of a supervisory team regarding total office operations and policies; participates in the selection of new personnel, provides for training, evaluates performance, imposes discipline, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise all case management activities including data storage, document preparation, electronic document filing, maintaining court calendars and legal appearances. Manage the DA information and case file management software systems; help develop and maintain case information software systems and databases, ensure reliable information technology operations.
2. Obtain, organize and analyze data regarding workflow productivity and propose efficiency and reliability improvements. Prepare regular and periodic reports pertaining to the activities of the office. Conduct feasibility studies regarding establishing new procedures. Facilitate the integration of data from the DA information systems with other agency's systems data.
3. As part of a supervisory team, discuss and debate issues involving office policies, productivity, goals and personnel issues. Maintain confidentiality of sensitive information. Confer with the District Attorney to develop plans, resolve difficult questions or to clarify policies. Resolve difficult problems referred by subordinates, the public and other agencies.
4. Plan, assign and review the work of subordinate staff and coordinate work flow. Evaluate work performance and meet individually with employees regarding performance and future expectations. Provide counseling and discipline when appropriate.

5. Interview, select and provide for training of new assigned staff; provide for indoctrination of all new employees regarding county and departmental policies, procedures, etc. Train and supervise employees on the use of case management software systems and databases.
6. Maintain personnel files and attendance records; prepare Personnel Action Forms; and approve limited material and supply purchases.
7. Serve as back-up to the Executive Assistant and Legal Secretaries.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: General knowledge of computer system hardware, operating systems and software along with knowledge of the principles and techniques for data collection, processing and analysis. Thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of office programs, practices and procedures. Skill in staff supervision and planning, organizing and effectively managing employee work activities. Ability to manage complex legal case management software programs and maintain information technologies of the office. Ability to conduct independent studies and manage technical programs to evaluate data and to prepare clear and concise reports. Ability to establish and maintain harmonious working relationships with other employees and with the public. Ability to keep records and prepare reports and findings and ability to perform complex assignments not requiring close supervision.

EXPERIENCE, EDUCATION AND TRAINING: Two years of progressively responsible experience in administrative, information technology or legal office management work with supervision experience desirable; a two year degree in a computer related discipline preferred; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk, and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.