

TITLE: Office Manager

SG/3

DEPARTMENT: Solicitor General, Fayette County

JOB SUMMARY: This position manages the day-to-day operations of the office.

MAJOR DUTIES:

- o Schedules court dates; faxes daily calendars to court personnel; reschedules cases as needed.
- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Prepares and administers the annual budget; maintains daily spreadsheets for case load indicators; assists in research for supplies or equipment; prepares required budget reports.
- o Maintains employee attendance and leave records; prepares payroll reports; maintains personnel files; assists employees with FMLA forms as needed.
- o Creates check requests; transfers funds; assists personnel in the preparation of travel and expense forms; maintains account files.
- o Maintains central calendar; maintains inventory of forms and supplies; maintains record of pre-trial intervention program fees; maintains juror records; sorts and distributes mail.
- o Performs the duties of GCIC Training Officer as needed; processes criminal histories and driving histories as needed.
- o Assists in the courtroom as needed.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of generally accepted accounting principles.
- o Knowledge of court procedures.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Knowledge of budgetary and purchasing procedures.

- o Skill in the training and supervision of personnel.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Solicitor General assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include The Official Code of Georgia, standard courtroom rules, federal laws, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related office management duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the day-to-day operation of the Solicitor General's Office. Success in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, law enforcement agencies, judges, lawyers, victims, witnesses, defendants, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Clerk II – Solicitor General (2) and other part-time clerical personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.