



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Senior Administrative Supervisor</b>	<b><i>Created</i></b>	May 2010
<b><i>Department</i></b>	District Attorney	<b><i>Revised</i></b>	
<b><i>Job Class</i></b>	M 5	<b><i>Safety Sensitive</i></b>	No
<b><i>Labor Union</i></b>	Unrepresented	<b><i>FLSA</i></b>	Exempt

## ***Purpose***

Provide administrative confidential support and assistance to District Attorney. Supervise and coordinate the support staff functions, and the financial and administrative operations of the District Attorney's Office, consisting of four different divisions.

## ***Essential Functions***

- Supervise subordinate employees including assigning, scheduling and reviewing work. Determine case assignments and make adjustments as needed; schedule training; interview applicants; prepare performance evaluations and work plans; and recommend disciplinary, hiring and termination actions to district attorney.
- Respond to and provide information to department staff and subordinates regarding procedural/financial/administrative questions or technical questions. Oversee workflow and duties assigned to support staff. Schedule and conduct staff meetings with support staff. Assist in drafting and formulating department policies and procedures. Keep support staff advised of new policies, procedures, requirements, etc.
- Coordinate the administrative operations of the District Attorney's Office and serve as management team member. Formulate and prepare budgets and supporting documentation, department policies and procedures, and attend trainings as required. Monitor department budget by preparing accounts payables and accounts receivables and reviewing financial printouts. Keep all staff informed of new information. Record department time sheets. Budget for and coordinate purchases of any special projects fund items for department, such as office furniture or equipment for new or existing staff.
- Serve as office LEDS (Law Enforcement Data System) representative to access LEDS system and run criminal history and driving record printouts, in compliance with Oregon Department of State Police. Appointment of department LEDS representative is made by Department of State Police. Certification to access the records requires successful completion of lengthy certification tests on computer within time frame allowed by State Police. Duties of representative include administering certification tests and re-certification tests to staff within time frame allowed. Representative is responsible for the department's use and compliance of system. Enter all pertinent user information into system for State Police to access and record all users. Keep staff updated on procedures, manual revisions, ensure record keeping of users for audit



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purposes and assure that all users know consequences of misuse of system, which is revocation of system for entire department. Represent department in LEDS audits in compliance with Department of State Police. Attend periodic training sessions as necessary.

- Independent drafting and preparation of legal pleadings for attorney and/or judge's signature. Responsible for all homicide cases, including subpoenaing witnesses, medical records, utility records, bank records, school records, etc., all of which are highly confidential. Obtain confidential juvenile records. Coordinate court appearance dates and times with various doctors subpoenaed to minimize their wait. Organize all reports received and make determination of which reports are appropriate to provide to defense; run criminal history and driving record printouts on defendants & witnesses and provide to defense as required by state statute; review and interpret criminal history printouts and driving records to attorneys. Prepare indictments and warrants; make determination of when issuance of warrant is required and determine bail amount. Coordinate jury views of crime scenes for trial, which involves determining exact location, date and time of view, securing transportation, drivers, guards, relaying pertinent information to drivers. Review legal documents prepared by staff and attorneys for completeness and accuracy. Follow-up with sheriff's office on scheduling of transports of in-custody witnesses subpoenaed for court to confirm their arrival in Clatsop County and appearance in court.
  - Act as District Attorney's Office liaison with Central Services on fiscal, payroll and computer equipment/training issues.
  - Supervise the administration and coordination of grand jury. Serve as department liaison with grand jurors. Maintain grand jury docket and grand jury panel roster; Schedule cases for presentation to the grand jury within time frame allowed and coordinate with prosecutor's court schedule; Record grand juror attendance and provide time sheets to court as required by state statute, and to juror's employers, as requested; Make determination of when order & affidavit are required, as when proceeding at grand jury session with any members absent, or when requesting an interpreter, guard or special advocate be present in grand jury room; monitor full weekly grand jury docket for cases that are continued from one day to another to assure required number of same grand jurors hear all testimony presented in each case; schedule and coordinate any special grand jury sessions for days other than the designated grand jury days, as needed; coordinate the use of alternate jurors; make recommendations to the Circuit Judge of excusal or replacement of grand jurors; coordinate grand jury panel tours of the jail and provide a record of their findings to the jail, in compliance with state statute.
  - Organize and document discovery for homicide cases and assemble case notebooks, which involves thousands of pages of documents, enabling prosecutor to appear in court with all documents maintained in orderly manner, allowing them to instantly locate any particular page. Assure that defense has a copy of each page contained in prosecutor's files. Obtain all other necessary reports (crime lab reports, autopsy
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reports, death certificates) from respective agencies, and provide to defense.

- Coordinate the department's receipt and integration of statewide District Attorney's Office case management system. Review and maintain update and miscellaneous documentation received. Coordinate staff training and trainer's accommodations. Attend user training.
  - Process complex, sensitive or confidential documents where considerable procedural knowledge is required. (i.e. securing out of state witnesses or defendants in federal custody, which also requires maintaining contact with jail staff and providing instructions regarding inmate status, Oregon extradition office and US Marshal, as appropriate).
  - Respond to unusual and/or complex questions and problems encountered by subordinates and deputies involving criminal justice process and district attorney office procedures, as well as personnel-related issues.
  - Maintain and monitor department budget currently totaling \$693,000. Compile budget figures and prepare department budget forms for each organizational unit within the department. Attend and participate in budget trainings, budget meetings in manager's office, and budget hearings.
  - Process accounts receivable, accounts payable, & petty cash.
  - Compile information for and prepare Clatsop County quarterly reports and Oregon District Attorneys Association quarterly reports, as required by manager's office and ODAA.
  - Serve as extradition officer for department. Independently gather and prepare all necessary paperwork for the issuance of a governor's warrant, in compliance with governor's requirements.
  - Serve as prior conviction officer for the department, in compliance with Oregon Attorney General's requirement of such an officer in each district attorney's office.
  - Coordinate complex procedure of securing witnesses from out of state for trials and hearings, which is done on behalf of other states in need of a witness residing in Clatsop County as well as for Clatsop County District Attorney's office seeking a witness from out of state. Process involves preparing all necessary paperwork in the proper order and time frame, and maintaining contact with prosecutor's office in asylum state to facilitate the service of the subpoena.
  - Prepare necessary paperwork for motions to expunge arrests and/or convictions, in compliance with Department of State Police. Obtain fingerprint cards, take necessary steps to determine whether or not person is eligible for expungement of conviction
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- and/or arrest, request court hearings. Independently instruct individuals requesting



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expungement on the expungement process and requirements, noting that not all convictions can be expunged.

- Responsible for special prosecution cases, including cases received from other counties due to a conflict or cases involving Clatsop County employees.
- Research information for complex tasks not performed on a routine basis. Coordinate the local police officer appointments as county deputy medical examiners, in compliance with Department of State Police. Proper confidential storage of exams, administer exams to officers, maintain contact with county and state medical examiners and police officers.
- Access the Internet to obtain information needed for case files, such as postal/address information.
- Attend Oregon District Attorneys Association office manager conferences as scheduled.
- Follow all safety rules and procedures established for work areas.

## Auxiliary Functions of the Position:

- In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table- top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.
- Schedule requested and/or required training for office staff. Coordinate travel arrangements for attorneys attending conferences. Maintain work areas in a clean and orderly manner.

## ***Mandatory Qualifications***

Thorough knowledge of criminal office procedures and office management. Knowledge of supervisory principles/practices. Equivalent to high school plus additional specialized paralegal or legal assistant training. Five years' experience as a paralegal or legal assistant or any satisfactory combination of experience and training. Eligible to become a notary public.

## ***Desired Qualifications***

Previous experience in a prosecutor's office. Previous supervisory and LEDS experience. Knowledge of specific software utilized within department.

## ***Physical Demands***

Physical demands for position typically involve moving boxes of files, office equipment, materials, etc., weighing up to 25 pounds.

## ***Working Conditions***

Typical office environment with the exception of periodic personal and telephone contact with angry, threatening and abusive defendants and other individuals.



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## ***Supervisory Responsibility***

Supervises up to 10 FTE in addition to part-time personnel.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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