

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **LAW OFFICE MANAGEMENT COORDINATOR**

Spec No. 6110

#### **BASIC FUNCTION**

Provides management support to the Administration Division of the Prosecuting Attorney's Office with a focus on personnel and financial responsibilities.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops and maintains manual and computerized systems for department's financial, personnel and correspondence functions including confidential information.
2. Develops and maintains systems for monthly/quarterly billings for WSR cases, food stamp fraud cases, and all state and federal reimbursable costs; maintains office petty cash fund.
3. Prepares and maintains employee time records and payroll information; sets up, posts and reconciles payroll ledgers; verifies time sheets and maintains vacation, sick leave, overtime and comp time records; prepares monthly payroll forms.
4. Monitors, tracks, and tickles documents and correspondence which require timely action, decision, or response.
5. Develops and maintains systems for tracking operating supplies inventory, library text updates and legal and professional publications/subscriptions; initiates orders for criminal and administrative divisions and distributes publications as appropriate; checks in and distributes other equipment and supplies as required.
6. Trains and serves as liaison with unit supervisors and managers on matters pertaining to procedures for recording and use of employee time; secures office supplies and equipment; obtains needed repairs and maintenance of supplies; submits necessary forms and documents through administration and compliance with other office procedures.
7. Trains and supervises clerical personnel such as extra help office aides and summer work students.
8. Trains and monitors the preparation of and proper documentation for all purchases and payments.
9. Serves as office liaison with schools, colleges, and employment offices concerning recruitment and hiring procedures, internships, and volunteer work; develops and maintains applicant files; implements tracking and response system; prepares and maintains system file of response letters.
10. Serves as office liaison and departmental coordinator with county government committees and work groups such as wellness committee, recycling, and blood drawing as assigned.

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#### **STATEMENT OF OTHER JOB DUTIES**

11. Performs all the duties of the Administrative Assistant such as answering phones, sorting and routing administrative mail; responds to email inquires from others regarding operations and procedures; receives and refers complaints; writes and drafts routine correspondence; prepares and edits reports, documents and other printed information as required including confidential information.

#### **MINIMUM QUALIFICATIONS**

Three (3) years or more of experience as a senior level secretary, senior level records clerk, and/or legal secretary in a federal, state or local government office; AND, one (1) or more years of demonstrated experience and/or training in database and spreadsheet programs and development of systems applications; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- proper English, spelling, grammar, punctuation and word usage;
- manual and automated administrative systems;
- personnel management principles;
- payroll and accounting principles;
- computer technology;
- theory, principles and practices of office management.

Ability to:

- maintain all ethical and professional standards of the Office and County;
- learn applicable labor agreements;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness;
- understand and apply the county's contracts/labor agreements and policies and procedures as they relate to budget, personnel, purchasing and other administrative functions;
- establish and maintain effective working relationships with elected officials, department managers, associates and the general public;
- maintain necessary records and prepare required reports;
- communicate effectively both orally and in writing;
- work effectively under pressure, meet deadlines and cope with interruptions;
- work independently with minimum supervision;
- maintain the confidentiality of information;
- appropriately represent the office on county committees and with outside employment or training institutions;
- exercise initiative and judgment and make decisions within the scope of assigned authority;

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#### KNOWLEDGE AND ABILITIES (continued)

- operate computers and develop systems with available database, spreadsheet and word processing packages;
- supervise and train clerical help;
- train and advise unit supervisors regarding financial and personnel policies and procedures;
- identify procedural problems and develop solutions;
- interpret administrative directives and use initiative and sound judgment in applying same to work situation;
- type at 60 words per minute;
- operate audio visual and other standard office equipment;
- interact with distraught or difficult individuals;
- transcribe and prepare accurate and complete machine-dictated legal documents or correspondence.

#### SUPERVISION

The employee receives general supervision from the Operations Manager and responds to directions from the Prosecuting Attorney and Division Chief Prosecuting Attorneys. The supervisor establishes objectives, priorities and deadlines. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The employee is responsible for the work produced by the employees supervised.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1991

Previous Spec No. 720647

Revised: December 2004

EEO Category: 6 – Administrative Support

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous