

SNOHOMISH COUNTY JOB DESCRIPTION

LAW OFFICE MANAGER

Spec No. 6339

BASIC FUNCTION

To manage, plan and coordinate the non-legal operations of a Division of the Snohomish County Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, and manages the operations of non-attorney staff in the Division; assigns and supervises, directly or through leads and/or supervisors, the work of the division employees.
2. Supervises, reviews and evaluates the work of Division employees; selects, hires, promotes, disciplines and terminates subordinate employees; conducts periodic performance evaluations; determines the need for disciplinary action and effectively carries out disciplinary action as necessary. Implements new laws and procedures as necessary; develops written procedures and policies; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolves problems and ensures compliance with state laws.
3. Responsible for orienting and training new employees on office applications. Develops, implements and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, polices, labor agreements, county policy and state and federal law; monitors and reviews the maintenance of personnel, payroll, leave, overtime, compensation time and other human resource matters.
4. Develops and maintains tickle systems which ensures court and other deadlines are met; responsible for project management systems, file systems, and information retrieval systems. With the Division Chief, prepares the annual Division budget; prepares program goals and objectives; collects and report division statistical information; administers the approved budget.
5. Represents Prosecuting Attorney and Chief Deputy on committees or at meetings with internal and external agencies and departments.
6. Provides office-wide coordination of people and resources for major litigation, projects and/or events. Mentors Deputy Prosecuting Attorneys in administrative and business processes, practices and procedures.
7. With the Division Chief develops budget recommendations for staffing supplies, equipment and other resources; assists the Chief Deputy in monitoring the Division's budget allocations and revenues; provides liaison with the Administration Division and assure accurate implementation of departmental and county policies and procedures; reviews and processes invoices for payment. Manages, oversees and coordinates office space planning and facility maintenance needs.

SNOHOMISH COUNTY JOB DESCRIPTION

LAW OFFICE MANAGER

Spec No. 6339

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Serves as confidential and legal secretary to the Chief Civil Deputy; prepares and maintains paperwork concerning confidential personnel matters relating to employees within the Division.
9. Organizes and manages the assigned Division's law library. Develops RFP for contractual agreements with vendors concerning online and law books for legal research.
10. Represents the Chief Deputy in selected client contacts and as liaison with the Prosecuting Attorney's Administration as requested.
11. Responsible for maintaining, compiling, and analyzing assigned Division's records/statistics for preparation of reports as requested by the Chief Deputy, including the Annual Report, attorney CLE reporting and timekeeping.
12. Provides day-to-day automated systems administration for the assigned Division; in conjunction with the Network Administrator, develops and implements automated system management plans for the Division, including protocol maintaining confidentiality, restoring backed-up data, troubleshooting computer, printer and telephone issues and coordinating with the Department of Information Services for repairs or replacement of equipment.
13. Undertakes special projects as requested by the Chief Deputy or Prosecuting Attorney which may require planning, development, organizational and problem-solving skills.

STATEMENT OF OTHER JOB DUTIES

14. Performs related duties as required.
15. May serve as liaison for support staff with Division attorneys to assure priority work of the office is performed in a timely and accurate manner.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, judicial administration, criminal justice or related field; AND five (5) years experience as a supervisor or manager in a legal or court setting or related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

SNOHOMISH COUNTY JOB DESCRIPTION

LAW OFFICE MANAGER

Spec No. 6339

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of effective office and resource management
- principles and practices of effective supervision and related personnel/employment laws and regulations
- federal, state and local court rules and civil procedures
- legal research methods and sources, particularly related to civil matters
- legal writing techniques
- proper English, spelling, grammar, punctuation and word usage
- accounting, budget and/or financial record keeping methods and/or procedures, basic computer literacy involving personal computer systems and associated software, peripherals

Ability to:

- effectively supervise, train and evaluate the work of subordinate legal office employees establish and maintain an effective work relationship with attorneys, clients, peers, subordinates and the general public
- maintain necessary records and prepare required reports
- must be able to communicate effectively both orally and in writing
- make appropriate decisions under pressure; meet deadlines and cope with interruptions
- maintain exemplary work habits and professional representation
- work independently within broad parameters
- maintain all ethical and professional standards of the Office
- observe strict confidentiality regarding all information obtained in the course of employment
- produce a work product that meets professional standards of quality, neatness, accuracy, and promptness
- interact with distraught or difficult individuals

SUPERVISION

The employee receives administrative direction from and reports to the Chief Deputy. The employee is evaluated through conferences, periodic reviews, and written evaluations.

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](#)

SNOHOMISH COUNTY JOB DESCRIPTION

LAW OFFICE MANAGER

Spec No. 6339

Class Established: January 2005

Revised: May 2014

Revised & retitled: July 2018, removed Civil from title

EEO Category: 2 - Professionals

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous