

LINCOLN COUNTY Job Description

Position Title:	Office Supervisor
Department:	District Attorney's Office
Reports To:	District Attorney, with input/guidance from County Administrator
Supervises:	Paralegal, Victim Witness Advocates, Legal Secretary
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	August 2021

POSITION SUMMARY:

The Office Supervisor performs supervisory duties and other specialized clerical work in the District Attorney's Office involving District and Superior Court activities and juvenile matters, including preparing court documents, and other administrative tasks for the prosecutorial staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees all the daily activities and customer service of the Lincoln County staff in the Office of the District Attorney.
2. Ensure county policies and procedures are being followed in the administration of the office.
3. Acts as a liaison between the County Administrative office and the District Attorney and Assistant District Attorneys and other state prosecutorial offices.
4. Provide supervision of County office staff, including monitoring employee time worked, time off accruals, annual evaluations and other supervisory duties.
5. Provides administrative support to the District Attorney and Assistant District Attorneys supporting the activities of the office.
6. Maintains a replacement schedule for office technology and budgets for expenses as needed.
7. Acts as a department representative on County committees or ensures departmental participation.
8. Creates a Grand Jury schedule, after potential Grand Jury cases are reviewed by the Prosecuting Attorney, and notifies or subpoenas necessary witnesses.
9. Maintains a record of Superior Court witnesses for proper payment of fees by the Finance office.
10. Performs background checks on defendants and all potential jurors.
11. Tracks and reports the results of Grand Jury cases, including defendants who are indicted, how many cases each is indicted for, how many counts are included on each indictment, and how many cases are "no billed" by the Grand Jury. Creates Grand Jury schedule.
12. Organizes District, Superior and Juvenile Court files in a manner established by the District Attorney or an Assistant District Attorney.
13. Logs all bail forfeitures received from the District and Superior Court(s) and files the appropriate paperwork with the Court.
14. Assists in the planning for purchases of capital items.
15. Maintains records pertaining to the Budget and monthly receipts and expenditures; ensures the proper posting of charges to the proper Budget lines.
16. Responds to numerous questions from the public and others that might otherwise be directed to someone else in the office.
17. Performs general office duties such as reception, answering the telephone, sorting, recording and delivering mail, typing, data entry, bookkeeping, creating and maintaining files, photocopying,

preparing outgoing mail, ordering supplies, etc.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist others in the office and perform other duties in the office as may be required.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County and the District Attorney's Office.
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Work as a member of a team in the performance of duties.
 5. Be punctual for scheduled work and use time efficiently.
 6. Work in harmonious relationships with county staff and the public.
 7. Perform duties in a conscientious and cooperative manner.
 8. Perform required work in a timely fashion with a minimum of errors.
 9. Be neat and maintain a professional appearance.
 10. Possess a valid Maine driver's license.
 11. Keep required information confidential
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is regularly required to stand and walk, and occasionally bend, stoop, kneel, and crawl. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a very busy office. The incumbent will have contact with a variety of people including unpredictable and/or dangerous members of the public, persons charged with and/or convicted of committing crimes, law enforcement personnel, court personnel and attorneys. The incumbent must be able to deal with people who are often upset and angry in a diplomatic and caring manner.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 3-4 years of experience working in a legal setting.
- At least 1 year of prior supervisory experience required.
- Demonstrated leadership ability.
- The incumbent must be able to make work assignment adjustments, supervise, and when necessary, discipline employees in the Department.
- General office skills, ability to follow complicated procedures and good judgment is required.
- Proficient in the use of Microsoft Office applications including Word, Excel and Outlook.
- Prior experience preparing and managing departmental budgets.
- Ability to assemble, organize and present information to the County Administrator, the Board of Commissioners and other elected officials.
- Excellent oral and written communications skills.
- Organization, prioritization, ability to meet deadlines, multi-tasking and flexibility.
- Ability to operate such common office equipment as a telephone, copy machine, computer, word processor, printer and fax machine.
- Must pass a post-offer background check

Education Requirements: The following education requirements are considered essential:

- A high school diploma or equivalent is required. Continued education in a related field of study preferred.
- Training, or the equivalent in experience, in Microsoft Office applications including Word, Excel and Outlook, as well as bookkeeping, required. Experience with Justware software desired.
- Knowledge of basic legal terminology and the criminal justice system is highly desirable but not mandatory.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date