

Code: 3161

Title: ADMINISTRATIVE SERVICES SUPPORT-COUNTY ATTORNEY

SUMMARY: Performs detailed and complex paraprofessional administrative or accounting support to a department or specialized program. Coordinates administrative operations or services of a department or specialized program using automated accounting systems, personal computers and accounting software.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager.)

Coordinates internal support activities such as purchasing, travel, facilities management, personnel and bookkeeping;

Prepares requisitions, purchase orders, claims, funds, transfer documents, routine correspondence, memos, reports, operations manuals;

Monitors contracts and grants directly relating to assigned tasks;

Researches historical information to verify and/or make corrections to records;

Reviews source documents to determine completeness and accuracy of information and to insure adherence to established departmental or program procedures;

Establishes and maintains specialized files and reference libraries;

Identifies needed personnel actions and prepares appropriate personnel action forms;

Assists in the development of new operating procedures and changes to master files;

Identifies missing documentation needed to complete data entry processes and locates same by researching court, legal or departmental records;

Acts as unit or departmental representative to various committees or working groups;

Responds to questions or problems which require explanation of county or departmental rules and policies;

Performs data entry, coding and quality control procedures;

Audits invoices and claims against improper charges or duplicate payments;

Compiles data and makes computations used in the preparation of special administrative studies and reports;

Interprets, codes and classifies information from various source documents;

Establishes spreadsheets and ledgers;

Reconciles accounts and monitors journals, ledgers and spreadsheets;

Prepares ad hoc reports for management or programs;

Maintains accounts and prepares other documents as required.

KNOWLEDGE & SKILLS:

Knowledge of:

- contracts and grants administration;
- applicable financial, personnel or purchasing policies and procedures;
- research techniques and report writing;
- record keeping and general office procedures;
- principles and practices of office organization and operations;
- record keeping and file maintenance techniques.

Skill in:

- planning and coordinating activities to meet time constraints;
- researching and compiling data and writing reports;

- communicating effectively;
- researching and verifying completeness and accuracy of specific information;
- using word processing, automated spreadsheets and data bases.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college, university, or vocational/trade school in office administration, accounting, bookkeeping, or a related field, and one year of paraprofessional clerical and/or data entry and/or accounting and/or bookkeeping experience providing support and coordination for a function or activity.

OR:

(2) Three years of experience in the aforementioned fields.

(Some positions may require additional specialized training and/or experience.)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment due to the need for access to law enforcement, detention or correctional facilities records or information systems.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.