

**FREMONT COUNTY
JOB DESCRIPTION**

Fremont County Attorney's Office Full-time Office Manager

DEFINITION AND DUTIES:

Knowledge of:

Basic Iowa civil, juvenile, and criminal court procedures.
Current office practices and procedures.
English language to include grammar, spelling, sentence structure and vocabulary.

Ability to:

- Represent Fremont County and perform duties in a professional, responsible, and trustworthy manner.
- Maintain confidentiality and security of information as appropriate.
- Provide customer service that is courteous and responsive.
- Read and understand scheduling orders, court decisions, statutes, administrative regulations, and other legal research.
- Be detail-oriented when working with documents and information.
- Maintain accurate records, complex files, and prepare written reports.
- Use a computer for the purposes of word processing, data entry, spreadsheets, presentations, e-mail, virtual meetings, eFlex, Iowa Courts Online, Shield, PbK, and Internet.
- Type 45 words per minute accurately.
- Establish and maintain effective working relationships with co-workers, victims/witnesses and family members, attorneys, law enforcement personnel, agencies, and members of the public.
- Work effectively with persons representing widely divergent backgrounds, interests, and points of view.
- Operate common office equipment such as tablets, calculators, fax and postage machines, photocopiers, scanners, and multi-line telephones.
- Handle multiple tasks and competing priorities in a high paced and high-volume environment.
- Handle moderate levels of stress, meet deadlines, and solve problems appropriate to the position.
- Follow oral and written instructions.
- Communicate effectively, orally and in writing, to groups and individuals in formal and non-formal situations.
- Stand, sit, walk, squat, kneel, bend, twist, reach, and use a stepstool as needed.
- Lift and/or move up to 40 pounds as needed.
- Work flexible schedule as needed.

GENERAL OFFICE:

- Answer phones in a professional, friendly manner and refer caller to appropriate source for assistance.

- Assist individuals who come to office in person, determine their need and direct them to the appropriate source for assistance or independently answer their questions and provide information.
- General file maintenance including disposal.
- Order office supplies from vendors.
- Send out mail including going to Postal Office for certified mail and purchasing stamps.
- Able to attend out of town meetings or training if necessary and drive personal vehicle.
- Able & willing to learn any aspect in the office that warrants cross training.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High School Diploma required, Associates Degree preferred, or equivalent combination of education, training, and experience in an office setting.

Special Requirements: Valid driver's license and insurable under county liability coverage. May require use of private vehicle for official business. Maintain current certification through Iowa NCIC which will incur an audit and recertification every 2 years.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Process new incident and arrest reports from law enforcement entities.
- Input/scan reports into electronic case management system.
- Generate Trial Information for each indictable case pursuant to Iowa R. of Cr. Procedure.
- Generate Minutes of Testimony.
- Draft any other court documents or proposed court orders necessary in order to comply with Iowa R. of Cr. Procedure and assist in prosecution of cases.
- Draft court documents or proposed court orders necessary in order to comply with Iowa R. of Civ. Procedure and assist in litigation.
- Ensure all statements/reports from proper witnesses are in place prior to filing cases and secure statements/reports if missing.
- Input data to electronic case management system for all cases in a timely manner.
- Obtain certified convictions from other jurisdictions as necessary for cases.
- Adhere to strict deadlines with all casework, including speedy indictment and speedy trial deadlines.
- Work with various computer systems and programs to store data and run reports.
- Prepare/maintain office account payable claims and timesheets.
- Receive/process all incoming mail and distribute appropriately.
- Maintain/develop annual office budget.
- Prepare/distribute all discovery and video/audio evidence for defense counsel.
- Act as Clerk to the Grand Jury.

Collections:

- Responsible for delinquent court debt collection program.
- Create/maintain collection specific forms.
- Initiate and maintain garnishments.
- Maintain a high level of confidentiality.
- Communicate and collaborate with businesses and other governmental offices/entities in a professional/ effective manner.
- Develop and maintain new procedures as they pertain to the collections program.
- Understand the concept of the delinquent court debt collection program in order to successfully build and maintain for the county.
- Prepare periodic reports as requested or necessary and be able to explain all data contained within the reports.
- Work with various computer systems and programs to store data and run reports.

Assistance for Attorneys:

- Maintain attorney's calendars.
- Monitor EDMS -Iowa Judicial Branch filing system to coincide with County Attorney case management software for accurate information.
- Request as directed by attorney to obtain District Court Docket.
- Request as directed by attorney to obtain District Court Trial Docket.
- Provide support for both criminal and civil cases.
- Review/analyze new cases and make charging recommendations.
- Conduct legal research as directed.
- Attend various County meetings at the direction of and/or in place of attorneys.
- Attend district court hearings, as requested by the attorneys.
- Prepare all exhibits/evidence for trial.
- Attend/Assist with all trials.
- Compile trial notebooks.
- Draft any other court documents or proposed court orders necessary in conformity with Iowa Rules of Criminal Procedure and assist in prosecution of cases.
- Draft any other court documents or proposed court orders necessary in conformity with Iowa Rules of Civil Procedure and assist in litigation.
- Draft any other court documents or proposed orders necessary for juvenile cases.

Supervisory Duties:

- Coordinate with attorneys/office staff to ensure the aforementioned job duties are fulfilled for all support staff.
- Delegate workload amongst staff/legal assistants.
- Ensure coverage in the office for phone/email/and in-person communications during business hours.
- Report to attorneys any personnel or performance issues.

Position Title: Full-time Office Manager

Reports to: County Attorney/Deputy County Attorney

Supervises: Support Staff/Legal Assistants

Annual: \$44,000-51,000 with full County benefits, commensurate with experience.

Regular Hours: M-F 8 a.m-4:30 p.m.

Location: Fremont County Courthouse, Sidney, Iowa (work-from-home option not available for this position)

Date Revised: June 2, 2021

The County of Fremont is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.