



Office Manager - Attorney

Job Description

Department: Attorney
Position: Career Service
Grade: 725
Supervisory: Supervisor
Reports to: Chief of Staff

Summary

Under general supervision from the Chief of Staff, performs routine and complex administrative support duties related to record keeping and office management. Monitors department budget. Functions may also include financial system data entry, tracking contracts, ensuring proper employee assignments, employee tracking, and coordinating employee and witness travel.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel; identify and address performance and/or behavior issues in a timely manner and initiate corrective action as directed; conduct annual performance evaluations.
2. Function as liaison and primary point of contact with the Auditor's Office; coordinate department budget and overall financial transactions; request new expenditure accounts (budget lines); enter and extract basic financial data from financial software, as needed; generate, review, and create reports and supporting documentation, as needed; track the purchase of new fixed assets and disposal of surplus assets; monitor and ensure compliance with multiple contracts.
3. Assist with preparation of the annual budget for the department; monitor and track expenditures; coordinate disbursement of funds with the department head; initiate budget transfers, as needed.
4. Prepare and maintain department purchase orders, budget adjustments, and accounts receivable and payable; identify budget discrepancies and issues; propose solutions.
5. Oversee, coordinate, and submit purchase requisitions for the Attorney's Office; ensure proper financial documentation requirements are met; negotiate purchase of items; ensure process and track to completion according to County policies; request transfer of funds when necessary.
6. Oversee front desk functions; coordinate office coverage and maintain office calendar; train office specialists; review and improve department clerical and administrative work processes; provide backup support for the administrative functions, as needed.

For Office Use Only

Job Code: 6707
Job Title: Office Manager - Attorney
FLSA: Exempt
Effective Date: 7/17/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

7. Function as department timekeeper; utilize the County's time entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resources.
8. Oversee record keeping responsibilities; monitor retention schedules and ensure timely archiving of appropriate documents.
9. Function as liaison with the Office of Human Resource Management; coordinate recruitment and termination process; assist with interviewing and hiring of staff; create and process appropriate personnel actions; track performance appraisals to completion.
10. Coordinate travel arrangements for the department; conduct research, book travel, and reconcile expenses; schedule and arrange frequent travel and lodging for witnesses or victims brought in for trial; process related reimbursements and payments.
11. Maintain an organized office environment; inventory, monitor, and order supplies, books, and equipment for the office; assist with maintaining membership renewals; schedule meetings and training rooms; record and distribute meeting minutes.
12. Perform administrative duties for department leadership; review and maintain accurate content of Attorney website; create reports, memos, letters, and prepare other documents, as needed; read, analyze, and determine significance of incoming memos, submissions, and reports; distribute as appropriate.
13. Oversee work orders for department maintenance needs; initiate requests, and monitor processes to ensure timely completion of work, as requested.
14. Exemplify the desired culture and philosophy of the organization; work effectively as a team member with the other members of management and the Attorney's Office staff.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah County Rules and Regulations and Policies and Procedures
- Working knowledge of County budget development and administration
- Knowledge of general functions of County government
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic accounting
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Ability to communicate effectively verbally and in writing
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently and manage stress associated with deadlines and frequent interruptions
- Ability to create and maintain record keeping and filing systems
- Ability to maintain confidentiality
- Ability to type accurately and at an acceptable rate, based on job duties

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Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position requires regular contact with the public, which exposes incumbent to others' illnesses and to individuals who may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or otherwise move supplies weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8:00 am to 5:00 pm Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Bachelor's degree in business, public administration, political science, public relations, communications, or a closely related field.
2. Three (3) years of related experience in management, leadership, budgetary or project management with progressively increasing responsibility, including one (1) year of supervisory experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of fifty (50) WPM net.
2. Preference may be given to applicants with two (2) years of college level education in business or a generally related field.

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3. Preference may be given to applicants with government work experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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