



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Prosecuting Attorney's Office Administrator	NEW: X	REVISED:
		(Please check one)
REPORTS TO: Prosecuting Attorney	FLSA: Exempt	DATE: 10/11
DEPARTMENT: Prosecuting Attorney		JOB CODE: 203

DEFINITIONS:

With limited supervision, administers financial, personnel, and operational activities of the Boone County Prosecutor's Office, and supervises the support staff.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises, trains and orients support staff; interviews, hires, and reviews performance of support staff; schedules, monitors and approves vacation and sick leave.

Develops internal operation procedures, forms and systems; develops, monitors and administers all budgets within the Prosecuting Attorney's Office; develops and maintains management and statistical reports for the Office; responsible for computer security and administration; identifies computer needs and coordinates the improvement of software with the Information Technology Department.

Coordinates travel arrangements and seminars for Prosecuting Attorney's Office staff and witnesses; writes and prepares grant proposals for the Office; monitors and administers grant funds for the Office; prepares and maintains statistical reports regarding grant funds and case management.

Processes payroll, payment requisitions, journal entries, budget revisions and amendments; keeps accurate accounting of all budgetary matters; verifies all items ordered have been received and payments issued; processes bids; maintains inventory and supplies.

Manages the fiscal activities and projects for the Office; reviews positions to determine if appropriately classified; administers discipline of support staff; works on special projects as assigned and appears before the County Commission at the direction of the Prosecuting Attorney.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
2. Considerable knowledge of Boone County Human Resources policies and practices.
3. Considerable knowledge of the criminal justice system in the State of Missouri.
4. Considerable knowledge of the court system in the State of Missouri.
5. Skill in planning and managing budgets and grants.
6. Skill in reading, analyzing and interpreting legal documents.
7. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
8. Skill in hiring, training managing and evaluating staff.
9. Skill in the use of a personal computer.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting/Bookkeeping, Business Administration or related degree and three years experience in accounting/bookkeeping; one year supervisory experience.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)