

SNOHOMISH COUNTY JOB DESCRIPTION

CRIMINAL LAW OFFICE MANAGER

Spec No. 1091

BASIC FUNCTION

To manage, plan and coordinate the non-legal operations of the Criminal Division of the Snohomish County Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, and manages the operations of non-attorney staff in the Division; assigns and supervises, directly or through leads and/or supervisors, the work of division employees.
2. Supervises, reviews and evaluates the work of Division employees; selects, hires, promotes, disciplines and terminates subordinate employees; conducts periodic performance evaluations; determines the need for disciplinary action and effectively carries out disciplinary action as necessary.
3. Implements new laws and procedures as necessary; develops written procedures and policies; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolves problems and ensures compliance with state laws.
4. Develops, implements and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, policies, labor agreements, county policy, and state and federal law; monitors and reviews the maintenance of personnel, payroll, leave, overtime, comp time and other human resource matters.
5. Supervises the development, acquisition, and installation of improved automated case processing and filing systems and procedures in the Division, and assists in setting standards for ongoing development, changes and installation of information tracking systems; writes RFP for Purchasing Department and Serves as project manager for acquisition of systems.
6. With the Division Chief, prepares the annual Division budget; prepares program goals and objectives; collects and reports division statistical information; administers the approved budget.
7. Mentors Deputy Prosecuting Attorneys in administrative and business processes, practices and procedures.
8. Represents Prosecuting Attorney and Chief Criminal Deputy on committees or at meetings with internal and external agencies and departments.
9. Oversees the providing of technical legal information to the public and other law and justice agencies; answers the unique or technically difficult issues that employees cannot answer; receives, investigates and resolves the public's complaints and problems.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Manage and maintain Criminal Division records and statistics; analyze statistics and prepare reports as requested by the Prosecuting Attorney and Chief Criminal Deputy.
11. Manages, oversees and coordinates office space planning and facility maintenance needs.
12. Trains Legal Assistants, Legal Specialists and Paralegals to write procedures, to interpret court rules and state statutes, to delegate and to evaluate and analyze work performance.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, judicial administration, criminal justice or related field AND five (5) years experience as a supervisor or manager in a criminal justice or court setting or related field,; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of effective office and resource management
- principles and practices and effective supervision and related personnel/employment law practices and regulations
- federal, state and local court rules and procedures
- criminal division operations and functions
- county and department policies
- legal writing techniques
- legal research methods and sources
- computers and computer programs
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- learn all department operational standards and procedures
- accurately and timely manage a high volume of work
- effectively communicate verbally and in writing to a variety of groups and individuals from diverse backgrounds
- effectively supervise and evaluate the work of subordinate employees

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with managers, peers, subordinate employees and the general public
- develop short and long range goals and objectives for subordinate employees;
- anticipate and respond to attorney support needs
- maintain all ethical and professional standards of the Office and County
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- effectively resolve problems under own initiative
- interact with distraught or difficult individuals
- analyze and develop supervisory systems and unit operations policies and procedures for support staff

SUPERVISION

The employee in this classification receives general direction from the Chief Criminal Deputy and has wide latitude for dealing with matters of the Division. The work is reviewed by the results obtained and through periodic reviews and written evaluations.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997

Revised: December 1999, December 2004, June 2008, April 2012, April 2015

EEO Category: 2 - Professionals

Pay Grade: 110 - Management Exempt Pay Plan

Worker's Comp: 5306 Non-Hazardous