

SNOHOMISH COUNTY JOB DESCRIPTION

OPERATIONS ANALYST – PROSECUTING ATTORNEY

Spec No. 2350

BASIC FUNCTION

To assist the Prosecuting Attorney, Operations Manager, Chief Criminal Deputy, Chief Civil Deputy, Chief Family Support DPA, Budget and Fiscal Administrator and Law Office Management Coordinator in the administration of the Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides paraprofessional, administrative support for Prosecuting Attorney, Operations Manager, Chief Criminal Deputy, Chief Civil Deputy, Chief Family Support DPA, and Budget and Fiscal Administrator.
2. Handles confidential and politically sensitive information and materials.
3. Serves as liaison between the PA's Office and other government agencies, media, private industry and the general public.
4. Represents the Prosecuting Attorney, Operations Manager, Budget and Fiscal Administrator and Law Office Management Coordinator (when absent) by communicating procedures, policies, programs and mission to county employees and the general public as directed.
5. Prepares and maintains employee time records and payroll information; sets up, posts and reconciles payroll ledgers; verifies time sheets and maintains vacation, sick leave, overtimes and comp time records; prepares monthly payroll forms.
6. Prepares and maintains systems for monthly/quarterly billings for WSR cases, food stamp fraud cases, and all state and federal reimbursement costs; maintain office petty cash fund.
7. Prepares Agendas for weekly meetings of Prosecutor and Chiefs.
8. Prints and posts weekly Criminal Division's conference room calendars.
9. Picks up, reconciles, sorts, alphabetizes and distributes bi-monthly payroll, to include monthly bus passes.
10. Prepares bi-annual Duty Schedule for the Criminal Division; forwards to Law Enforcement Agencies, SnoPac and SnoCom.
11. Maintains the PA's Office alphabetical and departmental phone lists, to include updating the Network Server, receiving, reviewing and editing the WAPA maintained phone list, and forwarding phone lists to Law Enforcement Agencies upon request.
12. Develops and maintains systems for tracking operating supplies inventory, library text updates and legal and professional publications/subscriptions ; initiates orders for criminal

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and administrative divisions and distributes publications as appropriate; checks in and distributes other equipment and supplies as required.

13. Maintains and monitors keyless entry cards, to include ordering cards for new employees and replacement cards for those that are lost or broken.
14. Trains and serves as liaison with unit supervisors and managers on matters pertaining to procedures for recording and use of employee time; secures office supplies and equipment: obtaining needed repairs and maintenance of supplies; submits necessary forms and documents through administration and compliance with other office procedures.
15. Prepares Oaths of Appointments for Deputy Prosecuting Attorneys hired by the PA's Office; acquires signatures and files original with County Records.
16. Performs special projects as assigned, i.e., updating the PA's Webpage, maintaining Bias Crime Webpage, lunches with PA and new attorneys; monthly county anniversary cards, monthly lunches and acknowledgement parties hosted by Prosecuting Attorney, etc.
17. Distributes press releases to local media and law enforcement agencies.
18. Distributes memoranda to local law enforcement agencies authored by Chief Criminal Deputy, Asst. Chief Criminal Deputy, Appeals, etc.
19. Reviews, prints or copies and archives media newsarticles with emphasis on Snohomish County criminal justice system and matters involving PA's Office Civil Division.
20. Responds to and works with county departments, citizens, and community groups to provide support and cooperation in related administrative activities and PA's Office functions.
21. Through collaboration and coordination with others, develops and implements procedures and techniques to accomplish organizational objectives, responsibilities, and administrative control.
22. Receives and reviews proposals and complaints directed to the PA's Office; determines which should be referred to the Prosecuting Attorney, Operations Manager, Chief Civil Deputy, Chief Family Support DPA, Budget and Fiscal Administrator, and Law Office Management Coordinator, those which can be handled by other PA's Office personnel or county officials, and those which can be taken care of personally.
23. Trains and monitors the preparation of and proper documentation for all purchases and payments.
24. Assists in the preparation of the Annual report and periodic grant applications.

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25. Monitors, tracks, and tickles documents and correspondence which require timely action, decision, or response.
26. Attends various meetings as assigned; takes, transcribes and edits notes and dictation at formal meetings and from superiors, as required.
27. Maintains custody of confidential files and other sensitive documents otherwise not assigned.
28. Receives correspondence, including email; reads and routes to proper person for disposition and follows up to assure answers when required.
29. May exercise supervision over a small number of employees assigning work and reviewing completed work.
30. Upon direction and within general policy guidance, prepares a variety of correspondence, directives memoranda, reports and other written material as required; researches and evaluates relevant information, forms conclusions and makes recommendations as appropriate.
31. Performs a full range of executive and administrative secretarial duties for the Prosecuting Attorney, Operations Manager, Chief Criminal Deputy, Chief Civil Deputy, and Chief Family Support Deputy, including scheduling appointments, maintaining calendar for Prosecuting Attorney, arranging meetings, securing meeting accommodations and travel arrangements.
32. Serves as the PA's Office liaison/departmental representative with county government committees and work groups (e.g., Courthouse/Mission Building Safety Committee, Accounts Payable Users, Public Works – commuter information, DAT Force Executive Board and Committees, CAC Steering Committee, etc.) as assigned.

STATEMENT OF OTHER JOB DUTIES

33. Performs related duties as required.

MINIMUM QUALIFICATIONS

Four (4) years of personal, confidential or law office environment and responsible experience in an administrative support area; OR, any combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

Notary Public license must be obtained within 3 months of appointment..

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KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of the criminal justice system;
- federal, state and local laws, rules and regulations related to areas of assignment;
- principles and practices of public administration;
- organization, structure, and function of county government;
- secretarial practices and procedures.
- legal terminology.

Ability to:

- interpret administrative directives and use initiative and sound judgment in applying same to the work situation;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- work independently with minimum supervision;
- meet deadlines and cope with interruptions;
- understand and execute oral and written instructions;
- establish and maintain effective working relationships with superiors, associates and the general public;
- deal tactfully and courteously with the public;
- understand and interpret statutes, laws and regulations related to area of assignment;

SUPERVISION

The employee receives direction from the Prosecuting Attorney, Operations Manager, Chief Civil Deputy, Chief Family Support DPA, and Budget and Fiscal Administrator.

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: April 2012
EEO Category: 6 – Administrative Support
Pay Grade: 107 – Management Exempt
Workers Comp: 5306 - Non-Hazardous