

DEPARTMENT: Personnel

BY: Rich Inman
PHONE: 966-3222

CA-2

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Administrative Assistant-District Attorney's Office class spec, set the salary at range 196 (\$2,508 - \$3,048), and eliminate the Paralegal allocation effective July 1, 2003. This position will be assigned to SEIU. The District Attorney has determined that a better fit for his department would be that of an Administrative Assistant position instead of the Paralegal position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of July 1, 2003 during budget hearings, the Board approved the reclassification of the Paralegal position to a new position of Administrative Assistant/District Attorney's Office. Recent staffing changes to this office has changed the organization somewhat and in the past, the Board has authorized either revised or new classifications for other departments that have experienced similar changes.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- The Board has previously approved the Administrative Assistant/District Attorney allocation. If the Board desires, amend the class spec and approve as amended.

Financial Impact? () Yes (X) No	Current FY Cost: \$3,100	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes (X) No () Partially Funded		
Amount in Budget: \$35,509		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Class Spec
Internal Transfer <u>X</u>		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

12/9 Res. No. 03-449 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
Approved
9/9, 9/16 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: [Signature]

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE ASSISTANT / DISTRICT ATTORNEY'S OFFICE

DEFINITION

To provide high-level administrative assistance in planning, organizing, coordinating, and managing the activities and operations of the District Attorney's Office and to represent the department at county government related activities. To serve as the department's office manager and as the District Attorney's confidential secretary; to assist the District Attorney with highly responsible and complex administrative and budgetary support; to assist attorneys in the preparation of criminal cases and all related documents; to perform a variety of routine-to-moderately complex legal duties. To supervise legal secretarial and clerical support staff and ensure effective and efficient daily operations and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

Exercises general supervision as office manager over legal secretarial and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides highly responsible legal, administrative and clerical support to the District Attorney and other professional staff.

Reviews and processes incoming cases.

Conducts legal research and locates statutes and relevant case citations.

Maintains the division's law library.

Prepares departmental and program budgets; processes accounts payable and receivable, monitors petty cash funds, and prepares related financial reports.

Researches, prepares and administers grants, contracts and special projects.

Collects and maintains statistical data and prepares and submits statistical reports.

Serves as the department's information systems manager.

Coordinates department personnel matters, including establishing and maintaining employee records, performing personnel background and criminal history reviews, maintaining training

records, processing payroll, makes travel arrangements and prepares and submits authorization, and expense and claim forms for payment; reconciles accounts.

Prepares and maintains interdepartmental agreements.

Manages the asset forfeiture program.

Trains, supervises and evaluates the performance of legal secretarial and clerical staff as assigned; provides advice and assistance as needed; recommends disciplinary action as necessary.

Oversees the preparation, maintenance, retention and proper disposal of department records.

Researches and assembles supporting data for Board of Supervisors' agenda items.

Coordinates special projects as assigned.

Coordinates activities with those of other divisions, departments, agencies and jurisdictions as appropriate; represents the department at meetings and other functions as directed.

Receives and responds to difficult and sensitive inquires, requests for information and complaints.

Composes, types or word processes complicated and confidential correspondence and related documents.

Prepares confidential criminal Grand Jury documents.

Takes dictation, shorthand or performs speed note taking for correspondence preparation and hearing documentation.

Performs routine administrative and clerical work as required, including but not limited to typing reports and correspondence, compiling data for reports, entering computer data and preparing spreadsheets and computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies and equipment, processing mail, answering the telephone, greeting and assisting office visitors.

May perform Notary Public duties.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Budget development and financial record-keeping.

Principles and practices of staff supervision, training and performance evaluation.

Legal research and writing methods.

Legal terminology and legal office practices and procedures.

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing and case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / client relations techniques.

Ability to:

Understand, interpret and apply pertinent federal, state and local law, rules and regulations, policies and procedures.

Understand, interpret and apply legal principles and practices.

Perform difficult and complex legal secretarial assignments.

Perform a variety of analytical work and other administrative assignments, including program development and implementation.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Train, supervise and evaluate the performance of others.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Prepare and administer assigned budgets and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Deal tactfully and effectively with the public and with others contacted in the course of work, including hostile, irate individuals.

Establish and maintain complex and extensive record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Work with sensitive and graphic topics.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Take dictation or perform speed note taking with accuracy.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and /or move weights of up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Six years of increasingly responsible secretarial/administrative experience, three years of which must be at a legal secretarial or paralegal level preparing a variety of complex legal documents, with at least one year working directly with criminal law. Increasingly responsible budget experience. Supervisory/Management experience desirable.

Education:

High school diploma or GED equivalent, supplemented by course work in word processing, typing, bookkeeping and related business subjects. Completion of at least 30 units of college level course work in business, management, legal or closely related field.

Substitution:

An additional year of qualifying experience may be substituted for the 30 units of college level course work.

Additional Requirements:

Possession of a valid California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222


BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: ADMINISTRATIVE ASSISTANT-DISTRICT ATTORNEY'S OFFICE CLASS SPEC
AND ELIMINATION OF THE PARALEGAL ALLOCATION

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 9, 2003

ACTION AND VOTE:

Approval of the Consent Agenda (See End of the Minutes)

BOARD ACTION: Supervisor Bibby requested item 1 be taken separately from the remainder of the Consent Agenda, so she could excuse herself as she has a remaining interest in an estate that includes land adjacent to the airport. Supervisor Parker pulled item 4 for discussion and Rich Inman, County Administrative Officer pulled item 5 and requested it be brought back to the Board at a later date.

CA-5 Approve the Administrative Assistant-District Attorney's Office Class Spec, Set the Salary at Range 196 (\$2,508 - \$3,048/Month), and Eliminate the Paralegal Allocation Effective July 1, 2003 (County Administrative Officer); pulled, to be brought back to the Board.

cc: Bob Brown, District Attorney
Mary Hodson, Administrative Analyst
Sandi Laird, Personnel/Risk Management Tech.
File



COUNTY of MARIPOSA

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
BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 16, 2003

ACTION AND VOTE:

Approval of the Consent Agenda (See End of the Minutes)

BOARD ACTION: Chairman Pickard advised of a request received to pull and continue item 5. Supervisor Balmain pulled item 2. (M)Balmain, (S)Bibby, the balance of the items were approved/Ayes: Unanimous.

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