



ASSISTANT TO THE DISTRICT ATTORNEY

DEPARTMENT: District Attorney

DEFINITION: To prepare and monitor the budget and to perform and supervise the fiscal operations for the District Attorney's Office; to perform designated administrative services, and conduct research and analysis and/or other specialized projects/programs. Assist the District Attorney with department budget preparation, analysis, and review; may participate in the formulation and implementation of departmental fiscal policies and procedures; to serve as the liaison between the District Attorney's Office and outside organizations/agencies, vendors, community organizations, other County departments/divisions, and the public; to supervise clerical staff, and to function as a positive and productive team member.

DISTINGUISHING CHARACTERISTICS: This position is responsible for a broad range of administrative management functions for the District Attorney and the District Attorney's Office, including, but not limited to, implementing and maintaining the budget process and fiscal recordkeeping and reporting operations. The Assistant to the District Attorney oversees and participates in the day-to-day fiscal/accounting operations and budget preparation/monitoring activities; assists the District Attorney with Department-wide budget preparation, analysis, and review; serves as the liaison for the District Attorney's Office; supervises assigned clerical and/or technical employees in the implementation of budget processing, accounting financial reporting, contract monitoring, specialized programmatic activities, and/or other related services and functions.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following: Performs a wide variety of complex, responsible, and confidential secretarial and administrative support duties for the District Attorney and Assistant District Attorney.

Prepares, reviews, and monitors budget(s); coordinates data collection; assists in the preparation of final budget presentation with justifications; coordinates and participates in the ongoing budget monitoring process informing the District Attorney of budget status and adjusts as necessary and as assigned.

Performs designated administrative services, which may include contract/grant preparation and monitoring, and office management; maintains data, records, and documentation on manual and electronic information systems; conducts a variety of administrative, productivity, and efficiency studies related to budget process,

performance audits, management reviews, and administrative analyses of operational systems and procedures. Assists the District Attorney with the development of administrative policies and procedures related to area(s) of responsibility; conducts research and analyses on a variety of issues and topics. Monitors, researches, reviews, and analyzes existing and new legislation and examines its effect on the District Attorney's Office operations; makes recommendations and provides alternatives consistent with legislative guidelines and requirements.

Assists and maintains department fiscal operations; tracks and monitors expenditures and revenues, approves payments, verifies payroll data, and produces financial reports. Participates in the administration and monitoring of contracts and grants; verifies payments and ensures appropriate approvals are documented; monitors fiscal obligations of assigned contracts and escalates issues to appropriate resources; prepares a wide variety of correspondence, reports, legal documents, agreements, financial spreadsheets, charts, graphs, public relations/media distributions, and possible county Board of Supervisor presentations; responds to questionnaires, audits and surveys; establishes and maintains documentation and records as appropriate.

Independently responds to letters and general correspondence of a routine nature and prepares more sensitive correspondence from notes and general direction, as appropriate; proofreads written documents originating from the District Attorney's Office for grammatical and technical accuracy.

Plans, prioritizes, assigns, supervises, evaluates, and reviews the work of assigned clerical and/or technical staff; provides and/or coordinates administrative and clerical staff training; provides recommendations on hiring and other personnel actions as necessary and upon request.

Conducts research and prepares correspondence, reports, and studies related to assigned administrative functions as necessary and upon request.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary.

Performs a variety of administrative tasks to support the District Attorney's Office operations and/or programs; verifies and prepares requisitions, payment authorizations, and prepares necessary payment requests.

Screens the District Attorney's calls, visitors, and mail; responds to requests for information; identifies which matters require personal attention by the District Attorney or Assistant District Attorney, interprets and explains County policies, rules, and regulations in response to inquiries; refers inquiries to appropriate resources as necessary.

Coordinates and makes travel arrangements for the District Attorney, Assistant District Attorney or other personnel as assigned. Maintains appointment schedules and calendars; tracks due dates and follows up as necessary; arranges meetings and conferences.

Represents the District Attorney's Office to the public as well as other County departments, employees and managers, and at designated meetings, workshops and/or task forces as necessary, in a positive and productive manner; serves as a positive and effective team member.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Experience/Training: High school graduate or equivalent with a minimum of seven years of responsible general clerical experience including administrative and fiscal duties within a governmental operation. Supervisory and legal experience preferred.

Knowledge of: Standard and accepted principles and methods of public and business administration with special reference to organization, fiscal budget, staffing, and recordkeeping; standard and accepted principles of government budget process and financial reporting tools; standard and accepted uses and applications of statistics, including calculation of mean and median; standard and accepted research techniques, including the use of surveys and questionnaires; basic principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis; basic principles and practices of Countywide operations organization; relevant computerized systems and software, including word processing, spreadsheet, presentation, and database applications; basic principles and practices of public finance, budgeting, and fiscal control, as well as supervision, training, and performance management; standard and accepted office practices, procedures, and equipment.

Skill to: Organize and coordinate an administrative services program within the District Attorney's Office; on a continuous basis, read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports, and

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budgets; determine effective method of research, compile data and present in form most likely to enhance understanding; interpret and evaluate staff reports; know pertinent laws, regulations and codes; observe performance and evaluate staff; problem-solve issues related to assigned functions; remember various rules and interpret policy; administer policies, guidelines, and procedures in an effective manner; perform complex mathematical and statistical calculations accurately; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; communicate clearly and concisely in both oral and written forms; gain cooperation through discussion and persuasion; interpret and apply administrative and departmental policies, procedures, and regulations; operate and

utilize a variety of office equipment including computer hardware and software as assigned; plan, organize and schedule priorities for self and others in an effective and timely manner; compile and maintain complex and extensive records and prepare routine reports.

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines; occasionally run errands; lift light weight. Good memory and recall is necessary for accurate and timely transfer of data/information.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with departmental and County staff, management, general public, individuals, and other outside organizations. Some travel may be required.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background check.