

Office Manager

OPENING DATE 10-17-2023

SALARY To be determined

JOB TYPE Full-Time

DEPARTMENT Kleberg County Attorney Specialized Task Force

CLOSING DATE 10-31-2023

SUMMARY

Under the direction of the Commander and the Asst. Commander, the Incumbent performs a variety of complex administrative and secretarial duties which require a knowledge of departmental policies and procedures. Examples include: 1) preparation and dispatch of correspondence of both a public and confidential nature; 2) scheduling and arranging appointments, conferences, public meetings, etc. for the Sheriff and his staff; 3) acting on behalf of the Sheriff and Chief Deputy in response to calls, inquiries from the public, and requests from various law enforcement officials; 4) preparation and compilation of both recurring and special reports. data summaries, etc. Exercises judgment in maintaining efficient operation of the department's Inner office and its administrative processes. Oversees and manages the dally office operations, supervises and evaluates office administrative and clerical staff.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares documents and correspondence requiring considerable knowledge of department policies, law enforcement procedures, or specialized subject matter, often Involving confidential Information.

Carries out direct secretarial support services for the department head and other administrative staff.

Assists In preparation of annual departmental budget, as well as monitoring expenditures and preparing budget amendments.

Establishes and maintains administrative flies (personnel, purchasing, etc.), as well as both manual and/or computerized flies of a confidential nature, such as lawsuits and employee grievances.

Assists supervisors in preparation of documents, agenda items, and/or presentations for Commissioners Court. Establishes and maintains necessary suspense files, forms, and procedures. Reviews and follows up as needed. May attend committee, staff. or other departmental meetings.

Maintains data collection system for personnel, statistical and other special data needs.

Makes appointments and arranges meetings for the Commander and Asst. Commander.

Assists In the implementation of departmental projects as directed by the Commander or Asst. Commander.

Proofreads and edits manuals, newsletters, brochures, fliers, technical reports, proclamations, contracts, correspondence, etc.

Uses personal computer, word processor and/or terminal which accesses mainframe computer to prepare, develop, and/or maintain forms, rosters, mailing lists, mail outs. reports, letters, memos, manuals, grant applications, contracts, budgets, etc.

SUPERVISORY RESPONSIBILITIES: The Office Manager makes assignments to, and reviews the resulting work of clerical personnel, and the department's Internal Auditor. Carries out responsibilities in accordance with County organization policies and applicable laws. These responsibilities may include training employees; planning, assigning, and directing work; Interviewing and making recommendations for hiring; addressing complaints. resolving problems, and takes appropriate administrative corrective action as needed

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year college or university plus a minimum of two years of administrative and supervisory experience; or two years of college plus a minimum of four years of administrative and supervisory experience

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of business English, spelling, punctuation and arithmetic, office practices, equipment and materials. Knowledge of department and County operations and policies.

Ability to exercise independent judgment regarding the use and release of sensitive and/or confidential information.

Ability to communicate effectively both orally and In writing.

Ability to use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages.

Ability to type at a speed of at least 40 wpm. May be required to take shorthand or speedwriting at a speed sufficient to record and transcribe letters and minutes of meetings.

Ability to establish and maintain effective working relationships with other county employees and officials, other agencies and the general public.

Please submit resumes to Kleberg County Attorney Specialized Task Force at:

_tfadmin@southtexasastaskforce.com

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