

LEE COUNTY DISTRICT ATTORNEY'S OFFICE

Office Manager

INFORMATION

Location: Lee County District Attorney

Job Class: Administrative

Department: District Attorney's Office

Hours: 8-4:30pm

Employment Category: Regular Full-Time

Job Responsibilities

- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Supports office operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing, and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees, following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees and interns.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

Education, Experience, and Licensing Requirements

- College Degree, preferred, consideration given for work experience in lieu of degree.
- Recent prior management experience.
- Proficient with office software, including QuickBooks, Excel, & Word

Salary & Benefits

- Full Time Position
- Salary range based on experience \$40k+

LEE COUNTY DISTRICT ATTORNEY'S OFFICE

Receptionist

INFORMATION

Location: Lee County District Attorney

Job Class: Administrative

Department: District Attorney's Office

Hours: 8-4:30pm

Employment Category: Regular Full-Time

ESSENTIAL FUNCTIONS

- Professionally greet all incoming persons. Discern their need and direct them to the appropriate party whether internal or external.
- Professionally answer all incoming calls and discern the immediate need.
- Assist probation in obtaining case file information upon request.
- Copy discs as needed for defense attorneys and prosecutors.
- Assist with the Worthless Check Unit by collecting payments and supplying receipts.
- Collect, Date Stamp and Distribute all incoming mail on a daily basis.
- Print postage and Labels as needed and ensure all outgoing mail is properly stamped and deposited in mailbox on a daily basis.
- Provide assistance to all ADAs, litigation assistants, and child support as needed.
- Order front office supplies and keep inventory of stock

SKILLS

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree: additional certification in Office Management is a plus