



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

OFFICE MANAGER – COMMONWEALTH ATTORNEY

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical and administrative work assisting with a variety of complex office assistance and administrative tasks; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving, screening and processing telephone calls; assisting the public; scheduling appointments; typing, word processing and data processing duties; maintaining complex and/or confidential records and files; preparing reports. Supervision is exercised over subordinate personnel.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Manages office functions and operations; assists with training of other office assistance staff;

Checks and reviews work of subordinate staff; assigns work to staff;

Types correspondence, reports, notes and memoranda pertaining to department programs and activities; compiles agenda packages

Establishes and maintains department filing systems; Enters a variety of department records and data into computer; updates and maintains computer files; prepares a variety of reports, billings and other documents from computer files;

Compiles data for inclusion in periodic and special reports and prepares reports from files independently;

Handles and processes confidential and sensitive information; maintains confidential files;

Acts as department receptionist; greets office visitors and provides technical and routine information concerning department operations, programs, policies and procedures;

Processes department payroll; maintains time and leave records;

Schedules appointments; arranges and makes necessary preparations for meetings and conferences;

Orders department equipment and supplies; prepares purchase orders and processes accounts payable; codes invoices for payment; prepares check requests;

Operates personal computer and a variety of office equipment;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type and enter data at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; skill in the use of personal computer hardware and software and general office equipment; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive office assistance experience.