

**DEPUTY ADMINISTRATOR
JOB DESCRIPTION AND HIRING PROCESS**

The Decatur County Prosecutor's Office seeks candidates for the position of Deputy Administrator. This position will be a full-time county employee, has received approval for a salary of \$37,373 with benefits, and responds directly to the criminal division chief of staff, as well as the elected and chief deputy prosecutor.

A partial list of responsibilities includes reception of guests and telephone calls, data entry, database management, use of Microsoft Office to draft office documents, calendar management, office supply procurement, facilitating communication among the office and between our office and other criminal justice stakeholders, tasks necessary to the fulfillment of these responsibilities, and other duties as assigned. The successful candidate will continue in service at the discretion of the elected prosecutor. The complete job description can be found at decatourcounty.in.gov/employment.

Candidates should submit resumes and cover letters by Friday, July 19, 2024 to hr@decatourcounty.in.gov. The county employment application will be made available to the candidate after their submission is received.

Finalists will be invited to interview with a panel of office employees on Friday, July 26, 2024. Candidates should block that day off now to ensure availability. All candidates will be notified of the outcome of their candidacy. The successful candidate should plan for a start date on or around Monday, August 19th, 2024.

Decatur County Government is an Equal Employment Opportunity Employer

**POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA**

POSITION: Deputy Administrator
DEPARTMENT: Prosecutor
DIVISION: Criminal
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2023

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Deputy Administrator for the Decatur County Prosecutor's Office, responsible for the administration of office operations and assisting Prosecutors.

DUTIES:

Answers telephone and greets office visitors, answering questions, providing information and assistance, responding to inquiries, and directing callers to appropriate individuals or departments.

Prepares and drafts new cases for review by Prosecutor for potential filing. Files new cases and other forms as requested.

Screens and downloads newly received police reports and supporting files to prepare for attorney review.

Prepares and electronically files motions, orders, and other documents to courts.

Maintains shared court appearance calendar for all attorneys including posting upcoming hearings, meetings, appointments, depositions.

Oversees traffic diversions program, determines eligibility, prepares forms, mails and processes returned forms including overseeing traffic default judgment filings, and determines who to file against, prepares paperwork and files with court.

Facilitates outreach to witnesses, victims, law enforcement and other involved parties on behalf of the office.

Assists in database compilation. Provides basic tech support.

Prepares and records monthly report for Prosecutor of fees the Clerk's Office receives.

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Ability to meet all hiring and retention requirements, including passage of a drug test, and background check.

Working knowledge of standard practices, policies, and legal terminology and general operations of Decatur County Prosecutor's Office, with ability to effectively administer programs accordingly.

Working knowledge of Decatur County Courts and related government operations, with ability to effectively coordinate services, assure proper completion of department requirements, and resolve procedural and operational problems accordingly.

Working knowledge of standard office procedures and computer software programs, and Department-specific software applications and ability to troubleshoot tech problems, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents, and detailed written reports as required.

Ability to properly operate standard office equipment, such as computer, printer, telephone, and postage meter.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court staff, various law enforcement agencies, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and internal policies and procedures.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare or observe similarities and differences between data, people or things, compile, collate, classify data, analyze, evaluate observe, and coordinate place, and make determinations based on data analysis.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, work under pressure, work rapidly for long periods, and work on several tasks at the same time.

Ability to apply knowledge of people and locations, and plan and layout assigned work projects.

Ability to testify in legal proceedings and/or court.

II. RESPONSIBILITY:

Incumbent's assignments are guided by broad policies and/or definite objectives, using a variety of methods or procedures. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through supervisory review, procedural safeguards, legally defined procedures, and notification from other departments or the public. Undetected errors could result in loss of time or money to correct work delays/inconvenience to other departments or the public, or endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, court staff, various law enforcement agencies, attorneys, and the public for purposes of exchanging information, rendering service, providing training/instruction and resolving problems.

Incumbent reports directly to Chief of Staff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may occasionally be exposed to hostile/irate individuals.