



# COUNTY OF NYE

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## **CLASS TITLE: Supervising D.A. Administrator**

### **BASIC FUNCTION:**

Under the direction of the District Attorney plans, direct, manages, supervises, and reviews the activities, operations, and administrative functions of the District Attorney's Office, including comprehensive legal secretarial support and financial transactions, provides highly responsible and complex administrative support to the District Attorney.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Advises, updates, and meets with the Deputy DA's, Chief Deputy DA Criminal, and District Attorney regarding status of cases, personnel, budgetary, and critical issues.
2. Develops, administers, monitors and coordinates the department's budget, including but not limited to staffing, equipment, materials, and supplies, expenditures, adjustments and documentation in compliance with County policies.
3. Directs and supervises clerical, secretarial, supervising secretary and bad check program administrator. Assigns, monitors, reviews and evaluates work assignments of staff for efficiency and effectiveness with established policies and procedures. Upon direction from the DA, directs and supervises UIFSA staff.
4. Coordinates, interacts with and represents the department to the general public, elected officials, law enforcement, department heads, attorneys, state, federal, and local governmental agencies regarding programs, policies and activities. Ensuring compliance with statutes, rules and regulations regarding the administration of the department.
5. Liaison between the District Attorney and the Department of Public Safety, Records and Identification Bureau, of the State of Nevada, state officials, court officials, law enforcement administrators, information technology personnel and approval users through the State as assigned Terminal Agency Coordinator (TAC) for NCIC/NCJIS.
6. Composes, recommends, administers implements and forwards internal office policies, goals and procedures regarding the use of NCIC/NCJIS to the department head, appropriate State department and Federal Bureau of Investigation. Coordinates, maintains and administers security for NCIC/NCJIS. Composes and reviews contracts, implements, trains and monitors use of NCIS/NCJIS by staff.
7. Prepares, creates, edits, composes, drafts, reviews, processes, records, files, and assembles legal forms, documents, reports, correspondence, specialized documents, pleadings, and memoranda, including, but not limited to, opinions, ordinances, resolutions, contracts, motions, complaints, warrants, affidavits,

subpoenas, governor's warrants, detainers, briefs, information's, petitions, and orders.

8. Opens, organizes, maintains and closes legal files in the department. Logs and summarizes all criminal and civil files in database. Files correspondence, legal documents and related materials and assembles information for attorney's use, being cognizant of legal deadlines.
9. Ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of the attorney's court appearance.
10. Analyzes, selects, compiles and summarizes information on statutes, ordinances, legal decisions, opinions, rulings, memoranda or other legal material of moderate difficulty for internal use. Researches, selects, assesses, and compiles information from the law library and other references on a variety of moderately difficult legal subjects.
11. Updates all Nevada Revised Statutes and legal research publications and assists in maintaining law library.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; Planning, organizing, supervising, reviewing and evaluating the work of others; Training others in policies and procedures and work standards; Understanding, applying and explaining office and administrative processes and procedures; Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from high school or equivalent. Four to six years of secretarial, administrative and supervisory or other office management experience in legal setting. Knowledge of office practices, procedures and commonly used equipment including a personal computer.

### **LICENSES:**

Valid Nevada driver's license. Possession of or ability to obtain, NCIC/NCJIS proficiency affirmation certifications. Must be bondable.

### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervises all staff except investigators and attorneys.

### **CONTACTS:**

Co-workers, other department personnel, Supreme Court, attorneys, judges, other County court clerks, and the general public.

### **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel,

crouch, stoop, squat, twist, and lift 25 lbs.; ability to travel to different sites and locations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment and court environment.