

**CHIPPEWA COUNTY, MICHIGAN
POSITION DESCRIPTION**

POSITION TITLE: OFFICE MANAGER II

Department: Prosecutor's Office

Pay Grade; 8

Reports To; Prosecuting Attorney

Purpose of Position

Under Supervision of the Chippewa County Prosecuting Attorney, the Office Manager oversees the efficient operation of the office.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals; provides directions, advice and technical expertise.

Coordinates department work activities; organizes and prioritizes department workload; reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Oversees the efficient daily operations of the office; advises Prosecuting Attorney and assistants of operations within the office.

Monitors the proper maintenance and accuracy of files and correspondence.

Monitors time sheets, vacations, absences, etc.; approves vacations/absences; covers absent employees as necessary.

Performs general office duties including typing, responding to inquiries, copying, filing, answering telephones, sorting mail, etc.

Prepares paperwork for purchasing supplies and equipment; prepares expense vouchers, transmittals, requisitions, etc.

Prepares reports in an effort to ensure support through grants.

Attends meetings, seminars, and workshops to remain current and improve productivity.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities
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High school diploma or GED; supplemented by a minimum of three years legal, office management, or related relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

No special licensure or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions
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Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of employees.

Ability to evaluate employee job performance.

Ability to provide instruction and training and to respond to employee problems.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including billing invoices, time sheets, victim statements, files, order violations, and other reports and records.

Ability to comprehend a variety of reference books and manuals including law books, computer handbooks/manuals, dictionary/thesaurus and others.

Ability to prepare budgets, surveys, travel requests, purchase orders, memorandum correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and exercise sound professional judgement in all daily activities; utilize the principles of rational systems in the performance of tasks.

Ability to read and understand legal, accounting, and personnel terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with Prosecuting Attorney, Assistant Prosecutors, office personnel, law enforcement personnel, court personnel, victims, vendors, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County, Michigan

Position Description – Office Manager

Position Code – 2303

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

TEMPORARY UNION VACANCY

CLASSIFICATION: **Office Manger II – Prosecuting Attorney’s Office**

GENERAL SUMMARY: Under Supervision of the Chippewa County Prosecuting Attorney, the Office Manager oversees the efficient operation of the office.

TYPICAL DUTIES: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

PAY GRADE: Grade 8. Effective 1-1-2025

- Starts at \$19.87/hr.
- 90 days \$20.02/hr.
- 1 year \$20.48/hr.
- 2 years \$21.70/hr.
- 3 years \$22.31/hr.
- 4 years \$22.92hr.
- 5 year \$23.53/hr.

(Policy #211 will be followed)

Employees applying for this position should submit a letter of application and resume to:

Robert Stratton
Prosecuting Attorney
325 Court Street
Sault Ste. Marie, MI 49783

Posting Date: November 20, 2024

Note: Please review your TPOAM Collective Bargaining Agreement Article 17.8 Trial Periods; as the employees’ position that we are temporarily filling does have the opportunity to return to the position.