

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Office Coordinator
Department State's Attorney
Vacancy Result of: Promotion of internal candidate

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

4. Explain the effects of leaving the vacancy until severance is accumulated.

Shortage of help in SA's office.

5. Explain the effects of not filling the position or discussion of alternatives.

6. Provide description of departmental discussions about the position.

7. Estimated length of time to fill the position after approval.

21-30 days

8. Any additional comments?

D. N. L.
Department Manager

4/24/19
Date

Request for creating & filling of vacancy: Approved Denied

Chair, Brookings County Commission

Date

POSITION TITLE: Office Coordinator
DEPARTMENT: States Attorney's Office
REPORTS TO: States Attorney
FLSA STATUS: Non-Exempt
WAGE GRADE: 5

DESCRIPTION OF WORK

General Statement of Duties

Performs general and specific administrative duties by serving as an administrative assistant for the Brookings County States Attorney's Office. Responsible for assisting the public with inquiries, directing inquires to the appropriate staff, answering and directing incoming calls, and assisting with a variety of office related duties. Reports to the States Attorney or his/her designee.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Serves as central coordinator by: scheduling meetings, maintaining office supply inventory, coordinating schedules, scheduling the use of resources, dispensing forms and pamphlets, directing phone calls and questions to appropriate staff, greeting and answering questions from the public and departments.
- Assists with administrative duties as directed to include: handling records requests, evidence requests, subpoena requests, discovery requests, and prepare basic legal correspondence and pleadings.
- Performs general office duties to include: scanning, copying, data entry, filing, answering the phone.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive and professional relationships with the general public and other employees.
- Completes other duties as assigned.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Ability to prepare clear, concise, and accurate documents.
- Ability to understand and follow both verbal and written instructions quickly and accurately.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective relationships with employees, other agencies, and the public.
- Ability to maintain confidentiality when handling sensitive information.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Extensive knowledge of modern office practices, procedures and equipment including computers, scanner, calculator, fax machine, copy machine, etc.
- Extensive knowledge and skill in the use of computers and computer programs to include Microsoft Word, Access, Excel, PowerPoint, Exchange and the Internet.

Education

- Graduation from high school/GED to include courses in modern office practices, or completion of secretarial/office practices courses.

Experience

- Four (4) years experience completing administrative tasks in an office setting.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date