

County of Harney

OFFICE OF THE DISTRICT ATTORNEY
HARNEY COUNTY COURTHOUSE

450 N. Buena Vista #15 • Burns, Oregon 97720
Telephone (541) 573-8300 • Fax (541) 573-8304

Timothy J. Colahan
District Attorney

Joseph W. Lucas
Deputy District Attorney

Dorothy M. Peterson
Office Manager/CSS

Job Title: District Attorney Office Manager

GENERAL STATEMENT OF DUTIES

Participates in a variety of administrative, paralegal and clerical duties in support of the District Attorney, requiring advanced knowledge of the law, legal documents, reports, letters and memorandums. Required knowledge of legal/judicial conventions, terminology and formats. Supervise and coordinate the work of staff, assigning, distributing and reviewing work. Ensure timely, accurate and efficient flow of work in the office.

Administrator of the Child Support Program for Harney County which includes advanced knowledge of the Oregon Administrative Rules, Oregon Revised Statutes, along with administrative, paralegal and investigative duties. Establishes, modifies and enforces child support orders.

SUPERVISION RECEIVED

Works under the direct supervision of the District Attorney.

SUPERVISION EXERCISED

Supervises assigned clerical employees in the District Attorney's Office.

PRINCIPLE DUTIES

An employee in this classification may perform any of the following duties which may not include all the specific tasks which employee may be expected to perform:

- Supervise and coordinate the work of staff, assigning, distributing and reviewing work. Resolve problems relating to the work performed by staff.

- Prepare correspondence, reports and other materials relating to confidential or sensitive agency matters. Provide secretarial support to an elected official and backup to other office staff performing general office, secretarial or records processing tasks. Schedule meetings or informal conferences.

- Assist with budget preparation and management of budget. Voucher for payment of monthly bills, travel and reimbursement for expenses.

- Grand Jury. Coordinate and notify grand jurors, officers, victims and witnesses of dates of appearance. Subpoena criminal actions. Type and file felony/misdemeanor criminal indictments.

- Felony caseload. Type, edit, finalize and file a wide variety of legal documents. Maintain docket for court appearances for each case. Assist with paper filing when necessary. Extensive, accurate data entry. Subpoena and ensure that said are served in a timely fashion. Assist victims and witnesses with problems or issues arising from court hearings.

- Performs public relations and liaison duties on behalf of the District Attorney.
- Approximately 50% of time is spent on the establishment, modification and enforcement of child support orders. Must have the ability to determine appropriate enforcement actions to ensure the collection and distribution of child support for families.

- LEDS Representative
- Notary Public

SALARY RANGE AND BENEFITS

Medical, dental, vision insurance and PERS. \$40,885.13 to \$46,016.59

EMPLOYMENT QUALIFICATIONS

Knowledge of: District Attorney's office practices; office and standard legal office practices: business English, spelling, grammar and arithmetic, legal terminology and principles; modern office practices, principles of office management and supervision.

Ability to: communicate effectively in oral and written forms, work independently in accordance with established procedures and precedents. Ability to courteously meet and deal with other employees, attorneys, court personnel, outside agency personnel, law enforcement officials and the public.

EDUCATION, EXPERIENCE AND TRAINING

Associate's degree with major course work in administrations, three years of office administration and one year of supervisory experience; or any equivalent combination of experience and training.

APPLICATIONS WILL BE ACCEPTED UNTIL FEBRUARY 28, 2014

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APPLICATION INFORMATION SHEET

- a) Before you begin filling out the application **READ** all statements fully.
- b) Remember, a neat and clean application will receive more attention.
- c) PRINT or TYPE all information as neatly and clearly as possible. Complete all blanks and answer all questions to the best of your ability.
- d) List all jobs that you have had, starting with your present or most recent. If you are currently unemployed, write “unemployed” in the company name area of the application, including the date you were without a job.
- e) If you have never been employed, write three (3) personal references in the company name area of the application and be sure to include their names and phone numbers.
- f) SIGN and date the application and verify that you have included a telephone number where we may contact you.

INTERVIEWS AND HIRING

- a) Our interviewing and hiring process will be conducted over the course of the next few weeks. We will be reviewing many applications and ask your patience in allowing us to thoroughly review them. Due to the large number of applicants interested in County jobs, we will not be able to contact and interview each one.
- b) If we do not contact you within four weeks after this announcement’s closing date, we will not be extending you an interview.
- c) If you are selected for an interview, you will be notified of the time, date and location of interview.
- d) Regular employment is contingent upon passing a drug test, criminal history check, driver’s license check and successful completion of trial service (probationary period).

Educational Background

| A. School | B. No. Yrs Completed | C. Degree Diploma | D. GPA Class Rank | E. Major | F. Minor |
|-----------|----------------------|-------------------|-------------------|----------|----------|
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| | | | | | |
| | | | | | |

Do you have a GED Certificate? Yes _____ No _____ Date: _____

List any Foreign Language(s) and check the box that best describes your skill level

| Language | Read and Write | Read and Speak | Read Only | Speak Only |
|----------|----------------|----------------|-----------|------------|
| | | | | |
| | | | | |
| | | | | |

References

List names and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

| Name | Telephone | Years Known |
|------|-----------|-------------|
| | () - | |
| | () - | |
| | () - | |

List professional, trade, business or civic association and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or other protected status.)

| Organization | Offices Held |
|--------------|--------------|
| | |
| | |
| | |

List special accomplishments, publications, awards, (Exclude those which would reveal sex, race, religion, age, ancestry or other protected status.)

SKILLS AND QUALIFICATIONS Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our agency.

Employment History

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gap in employment.

| | | |
|--|---------------------------------------|---|
| Employer | Dates Employed From _____ To _____ | Summarize the nature of the work performed and job responsibilities |
| Address | | |
| City _____ State _____ Zip _____ | Phones: _____ | |
| Job Title | Hourly Rate/Salary Starting | |
| Immediate Supervisor and Title | \$ _____ Per _____ | |
| Reason for Leaving | Hourly Rate/Salary Final | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | \$ _____ Per _____ | |

| | | |
|--|---------------------------------------|---|
| Employer | Dates Employed From _____ To _____ | Summarize the nature of the work performed and job responsibilities |
| Address | | |
| City _____ State _____ Zip _____ | Phones: _____ | |
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| Immediate Supervisor and Title | \$ _____ Per _____ | |
| Reason for Leaving | Hourly Rate/Salary Final | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | \$ _____ Per _____ | |

APPLICANT'S STATEMENT

I certify that all the information provided in this application is true and correct and that I have not withheld any information relative to my application. I understand that any misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents may result in denial of employment or immediate termination.

I authorize my current and previous employers to provide any and all information regarding my employment, and I release Harney County, its officers, agents and employees and my previous and current employers and their officers, agents, and employees from any and all liability and from any damage that may result from the release of such information. I agree to execute any additional release forms requested by the County or my former employers.

If hired, I agree to conform to all the rules and policies of Harney County. I understand and acknowledge that employment relationships with Harney County are of an "at-will" nature except for positions within any executed collective bargaining agreement or unless otherwise designated by applicable law. This means that an employee may resign at any time and the County may discharge the employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct of any officer, employee, agent or office of Harney County unless such change is specifically authorized in writing by the Harney County Board of Commissioners.

I understand and acknowledge that if offered employment, hiring may be contingent upon successful passing of a physical examination, including a drug test. Additionally, I hereby authorize the release of the results of such an examination and/or drug test to Harney County for its use in evaluating my suitability for employment. Further, I release the examining facility and Harney County and their respective officers, agents and employees from any and all claims for damages from the release of such information.

I have read and understand the foregoing statements and agree to comply with the terms therein.

List any additional information you wish us to consider in this space.

By _____ Signature _____ Date _____