

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: OFFICE MANAGER
Department: Prosecutor's Office
Reports to: Prosecutor
Status: Non-Exempt
Salary: \$15.13 - \$20.47 per hour / (\$31,475 - \$42,584) annual
Level: 4
Opens: June 23, 2014
Closes: July 14, 2014

SUMMARY

The Office Manager is the frontline representative of the Prosecutor's office and manages the office functions. This position professionally represents the office and supports the activities of the Prosecutors office with activities such as preparing and filing court documents, providing general clerical support and maintaining an effective and efficient record keeping system for court activities. The Office Manager is also a victim advocate and is required to assist victims in navigating the criminal justice system. This position works independently while the Prosecutor is out of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for the administrative duties of the Prosecutors office.
- Prepares court documents and handles files.
- Manages computer database; including data entry, running queries, and producing reports and documents.
- Attends meetings and takes meeting notes as assigned.
- Composes and types routine correspondence.
- Routes in-coming mail.
- Organizes and maintains file system, and files correspondence and other records.
- Answers and screens telephone calls, and arranges conference calls.
- Assists with grant management.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Handles confidential information and documents properly and according to policy.
- Serves as victim advocate.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

1. High School diploma or GED;
2. Associate's Degree or at least two years of college coursework, Associate's degree in Paralegal Studies preferred;
3. One year of experience in a legal office setting, or one year of experience in a professional office setting and able to demonstrate knowledge of legal forms, filings, and terms.
4. Must be proficient with Microsoft Office, including Microsoft Access. Must have experience with Adobe Professional 8 or higher or be able to become proficient in Adobe Professional 8 or higher within 90 days of hire.
5. Must have experience in dealing with people in a high stress environment.

SKILLS & ABILITIES

1. Must be able to work independently and follow directions.
2. Must be able to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
3. Must be able to write reports, legal correspondence, and procedures.
4. Must be able to effectively present information and respond to questions from a variety of individuals and entities, including law enforcement agencies, professional agencies, legal professionals, victims and the general public.
5. Must be able to learn new software programs.
6. Must be able to work with crime victims and other victim advocates and service providers.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have valid driver's license and be insurable.
2. Must be eligible for LEIN certification.

COMMENTS

Indian Preference will apply. This is a growth position and the employee will be encouraged to further their education in the legal field. Must be able to pass a background investigation.