



# COUNTY OF NYE

---

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

### **BASIC FUNCTION:**

Under the direction of the District Attorney assists with the planning and management of the department's budget., Reviews the activities, operations, and administrative functions of the District Attorney's Office, including 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 and are subject to change at the discretion of the District Attorney).*

1. 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.
2. Advises, updates, and meets with the Chief Deputy DA's and District Attorney regarding budgetary, and critical issues.
3. 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.
4. Monitors and submits all department personnel payroll.
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. Liaison between Attorneys, Investigators, Paralegal, Executive Legal Secretaries, Victims, Witnesses, and Expert witnesses regarding travel arrangements, hotel arrangements, vouchering of payments and fees, and transportation issues.
8. Prepares, collects, complies, verifies, codes, edits, enters, retrieves and maintains a variety of legal data including, but not limited to, logs, data compilations, records and accounts using a computer system following established formats.

9. Books CLE courses/seminars and monitors CLE credits for the DA and DDAs, including the booking of the Civil and Prosecutor's Conference. Submits CLE certificates to the NV Bar and Bar dues payment.
10. Research and schedules yearly staff development courses/training.
11. Prepares Criminal Reports as required by Statute.
12. Prepares, creates, edits, updates, and assembles legal forms, documents, reports, correspondence, specialized document, pleadings, and memoranda within the case management system.
13. Monitors and maintains the case files within the Case Management System to ensure accuracy of data.
14. Maintains and updates the DAO Policy Manual, assists with composing, recommends, and implements office policies, procedures, and goals while ensuring that the DAO policies align with the PPM and NCEA/NCLEA Agreements, at the direction of the District Attorney.
15. Reviews and updates all Nevada Revised Statutes in the Case Management System to ensure accurate and most current statutes. 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.

#### **ABILITY TO :**

The ability to plan, organize, and review; training others in policies and procedures and work with high standards; understanding, applying and explaining office and administrative processes and procedures; organizing, prioritizing and coordinating work activities, training and critical deadlines; successfully work with people of a variety of different socioeconomic and ethnic and cultural backgrounds where relations may be confrontational or strained; prepare clear and concise reports, correspondence and other written materials; make accurate arithmetic calculations; organize own work, setting priorities and meeting critical deadlines; operate a computer utilizing a variety of standard software and specialty programs to monitor/maintain accurate files, records and statistics; the use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; work under pressure and multitask; develop cooperative working relationships with your co-workers, attorneys, and other states' public and private legal offices; read, interpret, understand, apply and explain technical laws and legal procedures; analyze information and situations using sound and independent judgment to make decisions and determine appropriate course of action. Ability to enforce NCIC/NCJIS laws and regulations with firmness, tact and impartiality.

#### **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 and four years in a legal setting directly related to the duties and responsibilities of the class. Must type a minimum of 50 words per minute. Knowledge of office practices 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.

**CONTACTS:**

Co-workers, other department personnel, attorneys, judges, Sheriff's department, State and Federal agencies, other County offices, 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.

Mobility to work in a typical office and court setting, use standard office equipment, and to drive a motor vehicle to travel to various 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.