



Position Title: Office Administrator

Annual Salary Range: **\$43,129.87 - \$59,701.82**
Dependent upon Experience

Department: County Attorney's Office

Posted: 08/24/2017

Status/Shift: Full Time

Closing: Until Filled

Purpose/Scope:

Manages the day-to-day administrative operation of the Office of the County Attorney by managing/tracking the budget; preparing/processing evaluations; supervising support staff; and assisting the County Attorney and Deputy County Attorney in development and implementation of office protocol and long-range planning.

Essential Job Functions:

Assists the County Attorney and the Deputy County Attorney in the development and implementation of office protocol and long-range planning. Acts as the SPOTS TAC and is responsible for handling DOJ and NCIC audits, ensuring the department remains in compliance with NCIC and CJIS policy. Prepares and manages departmental budget, accounts payable, accounts receivable and petty cash. Serves as the primary liaison to the County fiscal Office. Processes performance evaluations, manages time off requests, payroll preparation and acts as liaison with Human Resources Department. Directly provides supervision to general office support staff. Researches, prepares and maintains grant proposals for the office. Runs various reports utilizing in house database called PBK, administrator for said database. Plans travel and lodging arrangements for trial witnesses when necessary. Establishes and maintains relationships with other County agencies. Performs varied other clerical work as the need demands.

Knowledge, Skills, and Abilities Required:

BA/BS in Business Administration or related field, or equivalent in experience. Three years employment experience in general or legal office management is required; with at least two years' experience effectively managing individuals or comparable experience. Municipal budgeting experience and knowledge of accounting and payroll databases desired. Must be proficient in excel. Ability to effectively interact with individuals at all levels is essential. SPOTS TAC certification is required and must be attained within 6 months of hire.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.