

Job Title: Office Supervisor

Department: Pretrial Services
Immediate Supervisor: Pretrial Services Department Supervisor

BRIEF DESCRIPTION OF THE JOB: Performs secretarial and clerical duties. Manages the operations of the office and performs special duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

| | | |
|--|-----|---|
| 1) Performs secretarial and clerical duties by drafting and typing various correspondences, answering telephone, taking messages, compiling various reports, arranges and schedules meetings and travel arrangements, faxing documents, filing and ordering office supplies. | 60% | L |
| 2) Manages the operations of the office by supervising personnel, functioning as backup for personnel as needed, processing time sheets, maintaining personnel files and performing special duties as assigned. | 30% | L |
| 3) May perform special projects related to the department by processing abandoned vehicle reports, participating in the inmate Disciplinary Board, coordinating the media's "Most Wanted" and other duties as assigned. | 10% | L |
| <u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy | | |

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| Physical Demands | Frequency Code | Description |
|-------------------------|-----------------------|--|
| Standing | O | Filing, faxing, making copies |
| Sitting | F | Desk work |
| Walking | F | Around office, to other departments |
| Lifting | F | Supplies, boxes |
| Carrying | O | Files, supplies, boxes |
| Pulling | O | File drawers |
| Pushing | O | File drawers |
| Using Fine Dexterity | C | Computer keyboard, telephone pad |
| Reaching | F | For files, supplies |
| Kneeling | R | Filing in lower drawers |
| Crawling | N | |
| Twisting | O | From computer to telephone |
| Climbing | N | |
| Balancing | N | |
| Seeing | C | Reading, computer screen |
| Hearing | C | Communicating with public and on telephone |
| Talking | C | Communicating with public and on telephone |
| Using Foot Controls | N | |

Machines, Tools, Equipment and Work Aids:

Computer and related software, fax machine, copier, telephone, paging machine, typewriter, laminating machine, printer, calculator

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

| ENVIRONMENTAL FACTORS | | | | | |
|------------------------------|---|----------------------|---|---------------------------|---|
| Dirt and Dust | N | Extreme Temperatures | N | Noise and Vibration | N |
| Fumes and Odors | N | Wetness/Humidity | N | Darkness or Poor Lighting | N |

| HEALTH AND SAFETY | | | | | |
|--------------------------|---|------------------|---|-----------------------|---|
| Mechanical Hazards | N | Chemical Hazards | N | Electrical Hazards | N |
| Fire Hazards | N | Explosives | N | Communicable Diseases | Y |
| Physical Danger or Abuse | Y | Other (specify) | | | |

| PRIMARY WORK LOCATION | | | |
|------------------------------|---|-----------|--------|
| Office Environment | X | Warehouse | Shop |
| Vehicle | | Outdoors | Other: |

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

| | | | |
|--|---|---|---|
| Time Pressures | F | Emergency Situations | O |
| Frequent Change of Tasks | C | Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | C | Working Closely with Others As Part of a Team | C |
| Tedious or Exacting Work | C | Noisy/Distracting Environment | O |

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years of experience is required.

Certifications and Other Requirements:

Notary Public

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. Must also provide:

- High School diploma (or GED) and 2 years supervisory experience within the last seven (7) years.
- Demonstrated knowledge of effective leadership and supervisory principles and practices.
- Must have a history of work experience that displays examples of a genuine team attitude and ability to effectively lead a team through the candidate's personal positive actions and work philosophy.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.