

SUPPORT SERVICES SUPERVISOR

POSITION PURPOSE: SUPERVISES SUPPORT STAFF AND PROVIDES SECRETARIAL ASSISTANCE TO THE DISTRICT ATTORNEY.

POSITION IN ORGANIZATION: REPORTS TO THE DISTRICT ATTORNEY AND THE DEPUTY DISTRICT ATTORNEY.

MAJOR DUTIES

1. Assists in screening, interviewing, checking references of, hiring, and training support staff. Trains and assigns work to interns and co-op students. Evaluates interns' performance.
2. Handles scheduling, discipline, and other personnel matters of support staff.
3. Trains department staff in the use and coordination of new office systems. Develops and explains office operating procedures and policies. Schedules and conducts staff meetings as needed.
4. Assists in preparing and overseeing the departmental budget. Makes recommendations for budget modifications.
5. Oversees and processes criminal cases for defendants arrested the previous evening who remain in-custody by transcribing dictation from staff attorneys and preparing criminal complaints. Logs the in-custody cases onto the calendar.
6. Prepares subpoenas and writs.
7. Prepares highly confidential and sensitive warrants and other correspondence.
8. Handles all Governor's Warrant and extradition documents.

9. Transcribes dictation from staff attorneys, as a back-up to other clerical staff, for preparation of criminal complaints, which begins the formal prosecution process required by Wisconsin statutes.
10. Handles daily scheduling and other matters for the District Attorney.
11. Designs and drafts standard computer formats to be used by all secretarial staff, including documents for judicial approval and use by the courts.
12. Administers the Protect case management system for the office by, for example, creating and maintaining forms and creating and editing new users.
13. Accesses the LRMS police case management program to provide attorneys with electronic copies of police incident reports.
14. Examines and pays all incoming departmental bills.
15. Examines and takes action on time cards and time off requests of support staff.
16. Makes departmental travel and conference arrangements.
17. Assists the District Attorney in implementing policies and agendas of the Office. Assists in accomplishing goals set by the District Attorney for the department.
18. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures that the District Attorney's Office is properly staffed with support personnel.

2. Ensures security of confidential and other departmental files.
3. Ensures that support staff work is completed in a timely and accurate manner.
4. Ensures that files are properly routed.
5. Ensures that all departmental accounting and financial matters are handled efficiently and promptly.
6. Ensures that support staff is scheduled as to allow efficient operation of the office.