

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer.

	Date Posted: August 12, 2025 Closing Date: Open Until Filled
<b>Position:</b>	Office Manager
<b>Department:</b>	Criminal District Attorney
<b>Salary:</b>	Dependent upon qualifications
<b>Duties:</b>	<p><b>General Statement of Job</b></p> <p>The Office Manager serves as administrative head of the Criminal District Attorney's Office, assisting the Criminal District Attorney in monitoring department affairs and overseeing a variety of office-related programs. Employee is responsible for ensuring the proper implementation of policies, administering budgets, and managing projects of the District Attorney's Office. Work involves supervising personnel in various divisions in the Criminal District Attorney's office.</p> <p><b>Specific Duties and Responsibilities</b></p> <p><b><u>Essential Duties:</u></b></p> <ul style="list-style-type: none"><li>• Coordinates meetings and advises the Criminal District Attorney of upcoming activities and deadlines pertaining to various programs.</li><li>• Prepares budget proposals and oversee budgets throughout the year.</li><li>• Prepares correspondence for the Criminal District Attorney's signature; handles departmental correspondence and phone calls on behalf of the Criminal District Attorney; coordinates the Criminal District Attorney's appointment calendar and maintains the office calendar and advises of upcoming events and deadlines.</li><li>• Researches policy issues, and drafts and interprets policies; makes recommendations to the Criminal District Attorney when requested; manages projects of the Criminal District Attorney's Office.</li><li>• Coordinates and prepares grant proposals as delegated for available government funding for various programs and projects administered by the Criminal District Attorney's Office; maintains files for grant funding sources.</li><li>• Serves as liaison to state officials and agencies involved with issues pertaining to office activities and operations.</li><li>• Legal practice administration including positive interaction with a diverse population including public, police agencies, County management and personnel; payroll and accounts payable/receivable processing; equipment leasing, and State reporting.</li><li>• Prepares and maintains quarterly requests for state supplemental operating fund payments to the office and maintains accounting records, ensuring funds are deposited in appropriate accounts.</li><li>• Manages the receipt, drafting, filing of civil seizures and other related case documents, documenting and monitoring seizures for year-end reporting to Attorney General.</li><li>• Accurate analysis and implementation of appropriate State guidelines,</li></ul>

	<p>statutes and applicable rules of procedure as required.</p> <ul style="list-style-type: none"> <li>• Supervision of employees including policy implementation, conflict resolution, training, mentoring, counseling, reviewing, interviewing, hiring and termination.</li> <li>• Performs other related duties as required.</li> <li>• Regular and punctual attendance required.</li> </ul>
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Requires considerable knowledge of the principles, practices, procedures and philosophies of public administration; requires considerable knowledge of federal and state laws, rules and regulations governing personnel administration.</li> <li>• Requires the ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.</li> <li>• Requires the ability to establish and maintain complex records and files.</li> <li>• Requires the ability to assign and supervise the work of subordinate professional and technical personnel.</li> <li>• Requires the ability to establish and maintain effective working relationships as necessitated by work assignments.</li> <li>• Requires the ability to be accountable for inventory/property management.</li> <li>• Requires the ability to manage or administer grant funds.</li> <li>• Requires the ability to make recommendations that impact the budget.</li> <li>• Requires the ability to manage the budget within assigned department.</li> <li>• Requires the ability to use small office equipment.</li> <li>• Requires the ability to use computers for data entry.</li> <li>• Requires the ability to use computers for word processing and/or accounting purposes.</li> </ul>
<b>Qualifications &amp; Requirements:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent is required; some college or professional certification is preferred.</li> <li>• 5+ years administrative/clerical experience, along with personnel management and business administration is preferred.</li> <li>• Legal experience is preferred.</li> <li>• Experience working with MS Office products required.</li> <li>• Must be able to pass a criminal background check and pre-employment drug test.</li> <li>• Must possess a valid Class "C" Motor Vehicle Operator's License</li> </ul>
<b>Benefits:</b>	<p>Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.</p>

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.