

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: November 23, 2015**

**Closing Date: December 1, 2015**

**CRIMINAL DIVISION NEW CASTLE COUNTY OFFICE MANAGER/PAY GRADE 10**

Job Responsibilities and Duties:

This Office Manager position is a leadership position in the Criminal Division in the New Castle County offices; 7<sup>th</sup> floor, 820 N. French Street, Carvel State Building. This position will assist in high level of legal administrative duties as needed by management and other Deputy Attorney Generals within all Units, however, the primary duties of this position is that it is the integral point of contact and a resource for Administrative Specialists, Administrative Assistants (Casual/Seasonals) and other Clerical support staff, located in Wilmington; the largest populated County of the Criminal Division.

Essential Functions:

- Manage the reception area and telephone rotation schedule for the Criminal Division in New Castle County.
- Oversee the distribution of incoming mail to the Criminal Division in New Castle County.
- Provide manuals/binders/code books, etc., for newly hired Deputy Attorneys General.
- Coordinate schedules/workspaces/assignments for all interns and externs.
- Serve as the backup for Drug Reports from FLIMS for the Misdemeanor Trial Unit.
- Maintain the Witness Unavailability Calendar
- Serve as a leader and point of contact for administrative Criminal Division staff for general work guidance including the responsibility of coordinating internal training of existing and new employees.
- Manage and evaluate administrative staffing needs in conjunction with management to aid in the event of required work overflow whereby assigning, reassigning; ensuring the workload distribution for administrative staff is the most productive.
- Point of contact for the Executive Offices staff; Human Resources, Fiscal, Facilities and IT with various office needs as necessary.
- Coordinate office and cubicle moves with Facilities and IT.
- Responsible for the notification of repairs/maintenance of office equipment and general office facilities needs with Facilities and IT.
- Maintain and update the NCC Criminal Division roster on the DOJ intranet.
- Maintain and update the email distribution lists on the Outlook system.
- Counsel employees when needed regarding workload and work performance and participate with senior management and Human Resources in the discussion and the documentation of disciplining employees.
- Monitor employee attendance and work schedules.
- Oversee and input data as well into the Time & Labor system for sick and vacation leave for all staff in New Castle County.
- Manage and keep current with document retention policies and enforcement of such policies.
- Coordinate travel for staff for training purposes in addition to the travel required for witnesses and victims.
- Responsible for the Evidence Destruction Lists.
- Responsible for all NCC Criminal Transcript requests.
- Maintains the 11 Del. C. 2116 bail revocation spreadsheet for the Chief County Prosecutor.

- Assist in providing information to Fiscal in the preparation of the budget and other needed financial reports.
- Serve as a liaison between Kent County and Sussex County management and office staff with various matters including working with Human Resources in the coordination, distribution and collection of personnel information, personnel documentation, and payroll as needed.
- Analyze and make recommendations regarding operating practices and procedures to include personnel, workflow, cost reduction, recordkeeping, performance standards, equipment and supply utilization, to secure smooth and efficient New Castle County office operations.
- Implement new office procedures and revise existing office procedures as needed.
- Point of contact for Criminal Division New Castle County Interns, Externs and Volunteers to aid New Castle County management and Human Resources in the placement upon start and completion.

**Minimum Qualifications:**

- Experience as a supervisor or a lead worker; delegating and managing the work of others to achieve goals, including the planning, assigning, reviewing and evaluating of the work of others on staff.
- Experience and knowledge of laws, rules, regulations, standards, policies/procedures specifically regarding the complaint handling process and analysis of troubleshooting; compiling and interpreting data.
- Ability to work with minimal supervision.
- Ability to work in a fast-paced/high pressure work environment.
- Strong verbal and written communication skills.
- Knowledge and working experience in Excel, Microsoft Office Suite, PowerPoint, and on-line research databases.
- DELJIS and NCIC experience is a bonus.
- A background in statistics is not required, but extremely helpful.

**For Internal Applicants:**

Interested internal employees do not have to submit a completed State Application.

*SINCE THIS IS A LEADERSHIP ADMINISTRATIVE POSITION, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A CURRENT RESUME or SUMMARY OF WORK EXPERIENCE:*

A written promotion recommendation from your current Supervisor.

**For External Applicants:**

If you are interested in being considered for this integral Office Manager position, please submit your Resume and a completed State Application to the Delaware Department of Justice, Director of Human Resources, 6<sup>th</sup> fl, Carvel State Building, 820 N. French Street, Wilm, DE, or E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.