

GEORGIA PUBLIC DEFENDER COUNCIL



Job Title: Administrative Assistant Supervisor

Job Code: GST053

Grade: J

Salary Minimum: \$32,971

Salary Midpoint: \$47,102

Salary Maximum: \$57,700

Job Description:

Supervises and plans the work of assigned staff. Performs a wide range of office administration duties for the Circuit Public Defender Office. May oversee the performance of duties in the areas of budget, finance, operations, program management, policy development, or project management for the Circuit Public Defender Office.

Job Responsibilities and Performance Standards:

- Supervises and plans work of assigned staff.
- Analyzes operational data and makes program decisions based on findings.
- Assists managers or supervisors in performance of management responsibilities and projects.
- Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning.
- Coordinates all business management functions of the Circuit Public Defender Office.
- Manages operations, participates in policy development, conducts research and data analysis, quality improvement and compliance monitors in the assigned areas.
- Manages the administration of the program processes and the provision of technical accounting, secretarial and clerical support of the Circuit Public Defender Office.
- Manages the preparation and processing of all outgoing mail and packages for delivery or shipment.
- Manages the review, sorting and delivery of all incoming mail and packages, including the performance of these duties as necessary.
- Negotiates contracts, develops policies/program regulations, manages budgets and related finance or grant programs.
- Oversees the development and on-going management of a variety of program areas.

Sample Technical Competencies:

- Ability to prepare and review budget/financial reports
- Ability to pay attention to details
- Ability to clearly communicate work assignments and expectations
- Ability to make decisions in compliance with agency specific rules, regulations, policies and procedures
- Ability to train other employees
- Ability to supervise others
- Knowledge of the operation of the agency

Entry Qualifications:

Associate's degree from an accredited college AND Four years of experience in assigned area. Must show ability to lead or supervise a team.