

# Market Range Detail - County Attorney Chief Assistant

## Effective Date

April 19, 2010

## Market Range Title Description

This is a single incumbent position responsible for a broad range of activities in the planning, direction, and management of all administrative operations for the County Attorney's Office including accounting, budget, facilities, general administration, human resources, information technology, procurement, contract administration, and strategic planning/managing for results. This is the highest level of administrative management in the department and reports directly to the County Attorney advising on all administrative, business, and organizational matters. Work is accomplished through subordinate managers and supervisors who oversee one or more administrative divisions. Typical job duties include: managing and evaluating the performance of subordinate managerial staff; providing guidance to the County Attorney; leading special projects and studies; developing and directing the implementation of department administrative policies and procedures; overseeing and directing the preparation of the annual budget; directing all personnel matters; establishing goals, strategies, and priorities; resolving the most complex administrative issues; monitoring the effectiveness of administrative and business operations and developing strategies to improve efficiency; conducting complex administrative and organizational studies; providing recommendations to the County Attorney on all administrative, financial, and organizational matters.

## Market Range

### Minimum Hourly Rate

\$39.84

### Midpoint / Hiring Maximum

\$50.82

### Maximum Hourly Rate

\$61.79

## Likely Minimum Qualifications

- Six years of professional administrative experience with an emphasis in finance and budget analysis for a large agency including at least three years of supervisory and/or management experience overseeing multiple administrative functions.
- Master's degree in business administration or public administration preferred.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.
- Bachelor's degree in business administration, public administration, or closely related field.

## Working Titles

- County Attorney Chief Assistant

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.