The Monroe County Human Resources Office is now accepting applications for the following position:

---

7 OFFICE MANAGER – PUBLIC DEFENDER'S OFFICE

$22.67/hour | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (http://epatch.state.pa.us), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 11/04/2026 **REMOVE:** OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: OFFICE MANAGER
(LEGAL OFFICE MANAGER PD)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to support the Chief Public Defender, Deputy Chief, Assistant Public Defenders, the Public Defender Investigator and other individuals in the Monroe County Legal System by effective supervision of support staff and coordination of lawyer staff and paralegals in the day to day operations of the Public Defender Office. Duties and responsibilities include, but are not limited to: directly supervising support staff; maintaining effective calendar/diary systems for coordinating court appearances for lawyer staff and other individuals as necessary; delegating work to assigned staff; determining financial eligibility of applicants for Public Defender services, supervising or performing recordkeeping, and related administrative functions; preparing legal documents; processing case files; answering and routing incoming phone calls; providing information and assistance to the public, and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative/Supervisory Functions

Supervises support staff; maintains calendar/diary system for coordinating court appearances and case deadlines; directs, delegates, and performs work; assigns resources; reviews work for accuracy and completion; maintains departmental databases; inputs information into computerized systems; ensures data accuracy; and implements document retention/destruction policy; processes employee concerns and problems; disciplines support staff if required; performs employee evaluation and keeps all personnel records.

Interacts daily with the Chief Public Defender and the Deputy Chief regarding staff assignments, court appearances, emergency matters, training, and overall evaluation of employee performance to ensure that office policy and goals are implemented.

Coordinates information flow from clients, staff, attorneys, the public, and other individuals; maintains effective working relationship with other departments, outside agencies and public.

Supervises interns; assigns and monitors projects to be completed for the Chief Public Defender and other staff attorneys. Maintains a dialog with interns' professors; keeps attendance records and prepares evaluations for each intern.

Conducts orientation and training for staff, interns, and new employees regarding departmental policies and procedures, equipment and software.

Reviews current operating procedures; analyzes and organizes office functions such as data entry, bookkeeping, correspondence, filing and other assignments; formulates and updates procedures for retention, protection, retrieval, transfer and disposal of confidential records; studies methods to improve or simplify workflow or implement cost reductions.

Creates new form documents necessary for case administration and updates them as required; composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; transcribes legal tapes; reviews for accuracy and completeness; makes copies, faxes, and/or files for department use and future reference.

Assists defendants in the process of applying for representation by completing their Assignment of Counsel Applications and determines their eligibility for services based upon departmental guidelines.

Performs other administrative duties such as completing Travel Requests for continuing legal education for all attorneys, which include hotel accommodations, air travel, car rentals, registration forms for the training sessions, mileage and meal calculations, coordinating travel arrangements and tracking expenditures, receiving, sorting and distributing incoming and outgoing mail; scheduling and coordinating meetings as required by the Chief.

Fiscal/Budget Functions

Assists management each year with preparation of the budget for the following year; researches and compiles information regarding payment and past expenditure patterns to aid management in forecasting future needs; assists in the analysis of financial records and provides input into departmental/division budget request; creates and maintains spreadsheets and other reports for tracking budget activities; works with the Fiscal Department to resolve any problems or discrepancies and prepares any required Budget Adjustments.

Prepares department payroll documents, financial statements, and other reports as required to report accounting activities and assist management in making decisions.

Receives and processes invoices, billing statements and receipts for payment, submits to supervisor for approval; verifies authorization for purchases prior to payment; calculates totals to ensure compliance with budgetary requirements; posts to appropriate account; enters into appropriate account records; forwards to appropriate department for processing and payment.

Purchasing Functions

Maintains office supply inventory for assigned department; ensures adequate supplies are kept in stock; orders new supplies as needed.

Generates all documentation required to requisition and process payment for equipment, materials, and services needed; prepares requisition/purchase orders or field vouchers and forwards to appropriate departments for processing; interacts with vendors as necessary to facilitate the purchasing function maintains; departmental files on requisitions, product specifications; and contracts

Makes recommendations, coordinates and processes purchasing for all equipment, materials, and services for the department; works with supervisors to determine needs to get approval for purchases, keeps abreast of changes to all policies and procedures regarding County purchases and ensures compliance with same; works with Purchasing Department to ensure efficient processing of all requisitions.

ADDITIONAL FUNCTIONS

Prepares, mails, and monitors responses to periodic Questionnaires/Surveys to various outside bodies regarding aspects of legal services for the indigent.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years of previous experience and/or training involving criminal justice, legal, secretarial, supervisory and administrative expertise required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to identify, review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships**.**

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of computer and other equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at keyboard or workstation.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.