



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Assistant Manager III	Job Code:	602260	Job Grade:	F
Reports To:	Various	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	9211
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D, or C- JD	EEO Code:	F01

Summary of Functions: Assists in managing the daily operations of a large processing division or primarily responsible for a smaller division by planning, assigning and supervising the work of others, developing and implementing policies and procedures, goals and objectives, coordinating and evaluating program activities, and developing and monitoring the budget.

Management Scope: Manages supervisory and exempt/non-exempt staff in a large division.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages, plans, organizes, delegates and supervises the daily administrative and operational activities of an assigned division to ensure compliance with applicable laws, policies and procedures.	30	E
2. Hires and trains staff, evaluates performance, initiates disciplinary actions, and ensures work processes are timely and accurate, providing assistance in the resolution of policy and procedural questions, issues and complaints.	20	E
3. Communicates with judges, attorneys, law enforcement agencies, elected officials, other departments and the general public in resolving problems or issues of a complex nature.	10	E
4. Develops and implements policies and procedures; participates in the design, implementation, maintenance and control of processing systems; researches, develops, implements and evaluates training methods; and recommends improvements to enhance efficiency and productivity.	10	E
5. Monitors billing, collections and reconciliation activities to ensure financial control.	10	E
6. Develops and recommends modifications to the budget, monitors expenditures, maintains records and prepares related reports.	10	N
7. Develops and implements plans to achieve specific departmental short- and long-range goals and objectives.	05	N
8. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Criminal Justice or in a job related field of study. Two (2) years of work related experience in a legal, business or governmental field.

Special Requirements/Knowledge, Skills & Abilities:

Knowledgeable of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires knowledge of local, state and federal laws, rules and regulations relevant to the area of responsibility. Ability to manage program activities, establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and prepare concise reports.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: EI3 200 pts, PS: D3 (33%) 66 pts, C2P 100 pts, TTL: 366 pts, KH/PS/AC: 55-18-27, Profile: +3

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date _____

Approved by Civil Service Commission on _____

Date 01/24/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.