RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _ No x)  
Approve expenditure of SB 1530 funds for the creation of temporary (1/2 yr.) positions of Office Assistant I/II, Family Support Officer and 1/2 time Deputy District Attorney to implement SB 1530 project for increasing AFDC collections by the Family Support Division.

This request is to create, allocate and set salaries for extra help positions of:
1. Office Assistant I/II with job description and minimum qualifications.
2. Family Support Officer with job description and minimum qualifications.
3. Deputy District Attorney, extra help allocation, with job description and minimum qualifications attached.

It is requested that salaries be set at the hourly rate of the first step of the present permanent positions of:
1. Office Assistant I  $6.46/hr.
2. Office Assistant II $7.14/hr.
3. Family Support Officer $10.63/hr.
4. Deputy District Attorney $18.28/hr.

It is also requested that this office be given the authority to recruit for these positions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On October 27, 1992, the Board authorized the District Attorney to submit an application for SB 1530 funding for the Family Support Division.

On December 15, 1992, the Board approved the acceptance of the SB 1530 funds.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Failure to approve the positions will result in the failure to implement the SB 1530 project with the resulting loss of funding, increased collections and reductions in incentive funds.

COSTS: ( ) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description: Balance in Reserve for Contingencies, if approved: $

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Vote - Ayes: Nays:
Absent: Abstained:
Approved ( ) Denied ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

ATTEST:
MARGIE WILLIAMS, Clerk of the Board
By: County of Mariposa, State of California

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
Recommended ______ Not Recommended ______
For Policy Determination ______ Submitted with Comment ______
Returned for Further Action ______

Comment: __________________________

A.O. Initials: ________________________

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Office Assistant I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of clerical duties and to type a variety of materials. Assignment to a different level in this classification is subject to the determination of the department head.

Office Assistant I:

Employees in this classification receive close supervision within a framework of well-defined policies and procedures. Employees in this class perform a group of repetitive or closely related duties according to established procedures. Generally, work is observed and reviewed both during its performance and upon completion. This is the entry/training level classification for the Office Assistant series. Office Assistant I is normally considered to be in a training status and as assigned responsibilities and breadth of knowledge increases, may reasonably expect their positions to be reassigned to the next higher class of Office Assistant II. However, positions which continue to be assigned routine and repetitive tasks should remain allocated to the class of Office Assistant I.

Office Assistant II:

Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for performing general clerical work of average difficulty and functions at the journey level within the Office Assistant series.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Performs a variety of clerical and/or typing tasks in support of assigned office operations and activities

- Types letters, documents, records, and reports from drafts, notes, or transcribing machines

- Maintains folders for Board minutes and Commission meetings and minutes

- Posts bills; maintains cards for utility usage and checks totals and tax on billings
TYPICAL DUTIES (cont.)

- Prepares request forms for rental of County parks and buildings by the public

- Inputs a variety of information on to the computer

- Assembles information from various sources and prepares routine reports

- Maintains journals, ledgers, and other financial or statistical records

- Computes, extends, and posts to individual accounts, control records, and other records

- Indexes Board of Supervisors minutes

- Purges and updates files

- Receives, verifies, corrects, and processes claims, fees, applications, and other documents

- Answers telephones, screens calls, and records messages

- Maintains accurate records related to aid applications

- Provides assistance to the public in person and over the telephone

- Responds to complaints regarding assigned office/department policies, procedures, or related information

- Issues permits, licenses, or other materials in accordance with established procedures

- Collects and records fees, fines, or related monies

- Maintains and processes intake logs and a variety of other logs and records

- Receives, sorts, and distributes incoming mail

- Reviews and verifies reports, records, and other material for accuracy, completeness, and conformity with established standards

- Performs other related duties similar to the above in scope and function as required
EMployment Standards

Knowledge of:

- correct English usage, spelling, grammar, and punctuation

Office Assistant II (in addition):

- proper office methods and practices including filing systems, receptionist and telephone techniques, computer operations, and letter and report writing

Ability to:

- perform arithmetical calculations with speed and accuracy

- type accurately at a rate required for successful job performance

- understand and execute written and oral instructions

- communicate effectively in both oral and written forms

- establish and maintain effective work relationships with those contacted in the performance of required duties

Office Assistant II (in addition):

- maintain records and files

- operate a computer terminal

- interpret policies and procedures as they apply to an organizational unit

- make decisions on procedural matters within established guidelines

May require:

Possession of:

- some positions may require a valid California Driver's license

A typical way to gain the knowledge, skill, and ability outlined above is:

- equivalent to a graduation from high school preferably with course work in typing, bookkeeping and related subjects.
Office Assistant II (in addition):

- two years of experience performing duties comparable to those of the Office Assistant I classification.

Creation Date: 1/93
JOB TITLE: Family Support Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, gather by means of interviews and inquiries to government and private sources information needed to initiate legal actions regarding paternity, child support, reimbursement of public assistance and child support arrearages; negotiate agreements and settlements; prepare legal documents for attorney review and action; recommend civil and/or criminal prosecution; research legal issues; locate absent parents. Incumbents perform the full range of tasks to investigate, evaluate and enforce family support. Incumbents must maintain logs and records of actions and prepare reports. Incumbents work closely with attorneys and may appear in court as a witness, and to do other work as required.

SUPERVISOR: Deputy District Attorney

TYPICAL DUTIES

- Analyzes and evaluates data and prepares information needed to take legal action to establish and enforce child support orders to collect child support

- Assists attorneys to prepare cases for civil or criminal prosecution within standards set by statute, case law and office policy

- Investigates absent parents ability to pay and initiates criminal and civil legal action as appropriate and approved

- Prepares narrative summaries of case victims and witnesses declarations

- Prepares and maintains forms and files

- Prepares statistical reports and correspondences

- Supervise accounting and clerical staff

- May orient and train new employees

- Testifies in court as required

- Attends meetings and conferences

- May provide vacation or other temporary relief for other classes, as required
MARIPOSA: Family Support Officer

- maintain accurate case files and records
- learn to operate a computer terminal to input and access information

A typical way to gain the knowledge, skill, and ability outlined above is:

- two years of responsible paralegal or credit collections or similar experience which would directly relate to the knowledges and abilities listed above.

Creation date: 1/93
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MARIPOSA COUNTY

JOB TITLE: Deputy District Attorney

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction, this classification investigates allegations related to law; initiates appropriate civil or criminal action; continues education/training process to remain informed of federal/state activity; and prosecutes criminal cases. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this job class may direct and monitor the work of others.

SUPERVISOR: District Attorney

TYPICAL DUTIES:

- Assist in administering, coordinating and supervising the operations and activities relating to the District Attorney's office

- Prepares, files and prosecutes family support, juvenile and criminal cases handled by the District Attorney's Office

- Monitors, coordinates, and supervises the work of professional and departmental support staff

- Advises personnel regarding legal implications and handles court procedures

- Establishes and implements operational policies and procedures

- Interviews complaining witnesses, absent parents, witnesses, criminals and/or other relevant individuals

- Prepares and tries matters in court

- Negotiates and maintains correspondence with defense counselors, suspects, and/or other relevant individuals and agencies

- Assists in formulating departmental policies and procedures

- Represents the department in meetings with various professional, civic, or other groups on matters relating to the District Attorney's office

- Monitors and interprets current legislation and litigation
MARIPOSA: Deputy District Attorney

TYPICAL DUTIES: (Cont'd)

- Prepares and edits legal documents
- Conducts training sessions for various agencies
- Reviews and analyzes crime scenes, evidence, and police reports
- Assists and advises County departments in cases involving potential criminal prosecution
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- membership in the California State Bar Association

Knowledge of:

- the principles, practices, and methods of County, State and Federal family law and criminal litigation, and statutory and constitutional law
- the methods and practices of pleading and of effective techniques in presentation of cases in court
- rules, practices and procedures of the courts
- judicial procedures and rules of evidence
- organization and policies of the District Attorney's Office
- the principles, methods, materials and practices of legal research
- principles and practices of administration, supervision, and training
- effective public relations

Ability to:

- analyze, appraise, organize and apply legal principles, evidence, and precedents to complex legal problems
MARIPOSA: Deputy District Attorney

Ability to: (Cont'd)

- present statements of fact, law and argument clearly and logically in written and oral form
- analyze and appraise a variety of legal documents and instruments
- supervise and prioritize the work of others
- develop operational policies and procedures
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- use mathematical principles to calculate percentages and other formula computations
- analyze federal and state legislation

A typical way to gain the knowledge, skill, and ability outlined above is:

- a minimum of eighteen (18) months of experience in professional legal work, preferably in family or criminal law.

Creation date: 1/93
Deputyda.frm