

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

July 5, 2016

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the June 21, 2016 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PRESENTATION: "Landfill Status and Fees". (Presented by Mr. Jeff Metarko, Director of Transportation and Development)
7. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
  - 1) **Recommendation for Award: RFB #16-01 2016 SPLOST Milling and Resurfacing of Various Streets in Clayton County, Georgia (Transportation & Development).** (C.W. Matthews Contracting Co., Inc., located in Marietta, Georgia with a bid amount of \$4,260,909.78 / Baldwin Paving Company, Inc., located in Marietta, Georgia with a bid amount of \$3,683,690.82. Funding is available through the Grant account and the 2009 SPLOST Funds). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.
  - 2) **Recommendation for Award: RFP #16-32 Brokerage Services for Property and Casualty Insurance for Clayton County, Georgia – Annual Contract** (Edgewood Partners

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Insurance Center dba EPIC Insurance Brokers & Consultants, located in Duluth, Georgia. Funding is available through the County's General Fund). Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

3) **Recommendation to Amend: RFB #14-36 CRS-2H Liquid Asphalt Supply Services for the Department of Transportation and Development – Annual Contract.** (Accept the Assignment of Contract from the awarded vendor, Associated Asphalt Conley, LLC d/b/a Seaco Asphalt Emulsions, to Ergon Asphalt & Emulsions Inc.) As requested by the Department of Transportation and Development.

4) **Recommendation for Renewal and/or Amendment of Annual Contracts:**

1. The following Annual Contracts are being recommended for renewal and/or amendment pursuant to Section 2-136: (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Pursuant to Section 2-136: (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

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- A. RFB #14-20 Clayton County Janitorial Supplies - Annual Contract Renewals and Amendments to adjust items, and cost due to manufacturer's increase (Multi-Award) with: (1) Break-Thru Solutions Janitorial**, located in Snellville, Georgia; **(2) Dade Paper Co.**, located in Austell, Georgia; **(3) GA Correctional Industries**, located in Decatur, Georgia; **(4) Interboro Packaging Corp.**, located in Montgomery, New York; **(5) KACO Supply Company**, located in Smyrna, Georgia; **(6) People's Janitorial Supply**, located in Forest Park, Georgia; and **(7) Pyramid School Products**, located in Tampa, Florida. The renewal period is from July 16, 2016 through July 15, 2017. There are no remaining renewals on this contract. The Board of Commissioners approved this award on July 15, 2014.
- 5) **Request for a Sole Source Award: SS # 2016-29 for the Support and Maintenance of the Clayton County Public Safety 700 MHz Project 25 Radio Communications System (Information Technology).** (\$438,374.00 / Motorola Solutions Inc., located in Schaumburg, IL. Funding is available through the Information Technology FYE 2017 budget). As requested by the Department of Information Technology. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The Purchasing Agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.
- 6) **Request for Change Order No. 25 Amendment: RFP #13-40 SPLOST Construction Management at Risk Services for the Construction of Clayton County Fire Department Multipurpose Building.** (Credit to be returned to the SPLOST Undesignated Fund for reallocation). As Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Method; Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton

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County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

8. Consider requests of Tamara Duggans, Human Resources Manager.

1) The District Attorney's request for reclassification of its Executive Secretary from grade 20 to grade 23 and Legal Assistant II position from grade 18 to grade 20.

*\*Savings of \$6,699.00*

2) Recommendation for the Zoning Administrator position.

9. Resolution 2016-130 - A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with the City of Morrow, Georgia concerning the use of the countywide 700 MHZ Communications System.

***Synopsis:** This Resolution will allow the County to enter into an Intergovernmental Agreement on behalf of the Clayton County Department of Information Technology, with the City of Morrow, Georgia to allow the City of Morrow to utilize the Countywide 700 MHz Communications System.*

10. Resolution 2016-131 - A Resolution authorizing Clayton County to accept a donation from Systems and Methods, Inc. of a five thousand gallon aviation fuel truck.

***Synopsis:** This Resolution allows the County to accept a donation of a 1977 International Harvester Model CO1950B 5,000 gallon aviation fuel truck (VIN D1045HCA11844) from Systems & Methods, Inc. of Carrollton, Georgia.*

11. Resolution 2016-132 - A Resolution authorizing Clayton County to reimburse a sterilization fee paid by Sharon Renee Dochin.

***Synopsis:** This Resolution allows the County to reimburse Sharon Renee Dochin for a sterilization fee in the amount of Forty Dollars and 00/100s (\$40.00).*

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12. Resolution 2016-133 - A Resolution authorizing Clayton County to accept a vehicle seized for forfeiture by the Clayton County Police Department Drug Task Force.

*Synopsis: This Resolution allows the County to accept title to a 2006 Saturn Ion Level 3, VIN 1G8AW15B66Z114537 seized during a drug investigation and to assign said vehicle to the Clayton County Police Department for the purpose of enhancing law enforcement.*

13. Resolution 2016-134- A Resolution authorizing Clayton County to accept a vehicle seized for forfeiture by the Clayton County Police Department Drug Task Force.

*Synopsis: This Resolution allows the County to accept title to a 2007 Chevrolet Silverado C150, VIN 2GCEC190471733057 seized during a drug investigation and to assign said vehicle to the Clayton County Police Department for the purpose of enhancing law enforcement.*

14. Resolution 2016-135 - A Resolution authorizing Clayton County to convey an easement to Georgia Power for the purpose of installing electric distribution service to the Clayton County Animal Shelter.

*Synopsis: This Resolution allows the County to convey Georgia Power an easement to the Clayton County Animal Shelter located at 3199 Anvilblock Road, Ellenwood, Georgia.*

15. Resolution 2016-136 - A Resolution authorizing Clayton County to enter into a professional services agreement with Georgia Public Affairs, LLC providing for the terms and conditions under which lobbyist services will be rendered to the County.

*Synopsis: This Resolution allows the County to continue the services of Georgia Public Affairs, LLC by entering into a new agreement with Georgia Public Affairs for fiscal year 2017, July 1, 2016 through June 30, 2017, at a rate of \$10,000.00 per month.*

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16. Resolution 2016-137 - A Resolution authorizing Clayton County to convey a permanent easement and a temporary construction easement to the Clayton County Water Authority associated with construction of a new sanitary sewer force main.

*Synopsis: This Resolution allows the County to convey to the Clayton County Water Authority a permanent easement and a temporary construction easement for the property identified by tax map parcel number 12048A I007 located at 102 Cecilia Circle, in Jonesboro, Georgia.*

17. Resolution 2016-139 - A Resolution authorizing Clayton County to enter into an Aging Subgrant Contract with Atlanta Regional Commission providing for the terms and conditions under which the County will receive grant funds to render services in connection with older adult programs.

*Synopsis: This Resolution allows the County to enter into an Aging Subgrant Contract with Atlanta Regional Commission in order to receive a grant in the amount of \$600,280.92, with a match of local funds in the amount of \$530,000.00, which will be allocated to Home Delivered Meals, Medical Transportation, Direct Route Transportation, Congregate Meals, Senior Recreation, Alzheimer's Respite Care, Homemaker, and Kinship Care.*

18. Resolution 2016-140 - A Resolution authorizing Clayton County Corrections Department to enter into an intergovernmental agreement to receive financial incentive awards through a fund administered by the Georgia Department of Corrections for establishing GED classrooms or learning centers and expanding learning time and access to resources in County Correctional Institutes.

*Synopsis: This Resolution allows the County to enter into an Intergovernmental Agreement with Georgia Department of Corrections for establishing GED classrooms or learning centers in county correctional institutes.*

19. Resolution 2016-141 - A Resolution disapproving the financing by the Public Finance Authority of a capital improvement project to be located within Clayton County, Georgia.

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*Synopsis: This Resolution establishes that the Board of Commissioners does not approve or authorize the operation of the Finance Authority, the issuance of bonds, undertaking of obligations, or other financing by the Finance Authority for or in connection with any project located within the boundaries of Clayton County, Georgia.*

20. Accept a Street Light Petition Addition to Existing Street Light District Trinity Park Subdivision in District 3 - Commissioner Shana Rooks.
21. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Vice Chairman Gregory's Appointment- District One*)
22. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Edmondson's Appointment- District Four*)
23. VARIANCE REQUEST: **STEVEN ELLIS/ BZA-16/04-91** (*Deferred from June 21, 2016 Meeting for Decision ONLY*)

The Applicant, *Steven T. Ellis*, on behalf of Hennessey Cadillac, Inc. is requesting a Variance to reduce the stream buffer and setback requirements in accordance with Chapter 38 – Environment, Article VIII. Clayton County Stream Buffer Ordinance, for the expansion of a parking lot to accommodate car sales and service uses. The subject property is located on 1200 Battle Creek Road, otherwise known as parcel number 12-080A-A002. The subject property contains approximately 8.6+/- acres. Variance procedures shall be conducted in accordance with Sec. 38-144.2.

**Commissioner District 4 – Michael Edmondson**

**The Planning and Zoning Staff Recommended DENIAL**

**EXECUTIVE SESSION –**

24. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



## Board of Commissioners Approval Process System

### New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (\*) are required.

Department: District Atty

Phone: (770) 603-4121  
Example: (000) 000-0000

E-mail: dianne.kingston@claytoncountya.gov  
Example: John.doe@claytoncountya.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: FYE16  
Select Agenda Meeting Date: 06/29/2016

Request Type:  
Reclassification of Position(s)

**Purpose:**

To reclassify the Executive Secretary, (grade 20/step 1 \$38,475) and Legal Assistant II, (grade 18/step 13 \$40,435) positions within the Clayton County District Attorney's Office to Assistant Administrative Manager and Administrative Supervisor respectively.

**Rationale:**

With the retirement of the Administrative Manager, and the transition of the new Administrative Manager the Executive Secretary and the Legal Assistant II have acquired additional duties to ensure that the Office of the District Attorney runs smoothly.

It has been determined it is in the best interest of the Office of the District Attorney for the Executive Secretary and the Legal Assistant II to continue to perform the duties they have acquired, making a restructure of the support staff necessary.

**Facts:**

It is the desire of the District Attorney that these employees be compensated for these additional duties and responsibilities. This can be accomplished by reclassifying the Executive Secretary and the Legal Assistant II positions to Assistant Administrative Manager and Administrative Supervisor respectively.

**Impact:**

There will be no financial impact to the District Attorney's budget. There is a cost savings/realized gain to the County of \$6,699.

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Executive Sec.	23	1	44,660	6,208	3,416	10,042	85	64,411
Legal Asst.	20	13	44,660	6,208	3,416	4,849	85	59,218
<b>Total:</b>			<b>89,320</b>	<b>12,415</b>	<b>6,833</b>	<b>14,891</b>	<b>170</b>	<b>123,629</b>

*Documents must be submitted in PDF format.  
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation: 2016JUN29.Lawson.ReclassRetirementShepherd.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Tameka Bentley  
Alternate Contact Phone: (770) 477-4537  
Example: (000) 000-0000

Alternate Contact Email: tameka.bentley@claytoncountya.gov

Example: john.doe@claytoncountyga.gov

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Comments:

Initiated Date:

6/15/2016

4:54:58 PM

Initiated By:

Diana Kingston



*REVISE*

**Clayton County Board of Commissioners  
Legislative Request Form**

#077  
SEND to  
7/19 Bmm

Agenda Meeting Date: 6/29/2016

**Purpose**

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With the retirement of the Administrative Manager, and the transition of the new Administrative Manager the Executive Secretary and the Legal Assistant II have acquired additional duties to ensure that the Office of the District Attorney runs smoothly.

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**Impact**

There will be no financial impact to the District Attorney's budget. **There is a cost savings/realized gain to the County of \$6,699.**

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Diana Kingston	23	1	44,660	6,208	3,416	10,042	85	64,411
Helen Dolyak	20	13	44,660	6,208	3,415	4,349	85	59,218
<b>Total:</b>			<b>89,320</b>	<b>12,415</b>	<b>6,833</b>	<b>14,391</b>	<b>170</b>	<b>123,629</b>
							<b>Increase Budget:</b>	<b>12,374</b>

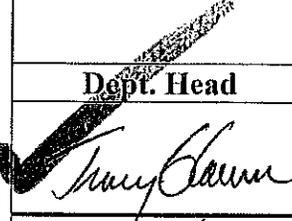
Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Rhefta Shepard	26	21	66,460	9,238	5,084	10,042	126	90,951
<b>Total:</b>			<b>66,460</b>	<b>9,238</b>	<b>5,084</b>	<b>10,042</b>	<b>126</b>	<b>90,951</b>

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Tameka Bentley	26	1	51,840	7,206	3,966	8,468	98	71,578
<b>Total:</b>			<b>51,840</b>	<b>7,206</b>	<b>3,966</b>	<b>8,468</b>	<b>98</b>	<b>71,578</b>
							<b>Decrease Budget:</b>	<b>19,373</b>

Cost Savings of: **6,699**

# Supporting Documentation

Reclassified job descriptions and compensation breakdown.

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
				
Date: 4/15/16	Date:	Date:	Date:	Date:

**District Attorney**

<u>From:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Executive Secretary		DiAnne Kingston	20	1	38,475	5,348	2,943	10,042	73
Legal Assistant II		Helen Dolyak	18	13	40,485	5,620	3,093	4,849	77
			<b>Total:</b>		<b>78,910</b>	<b>10,968</b>	<b>6,036</b>	<b>14,891</b>	<b>150</b>

56,881  
54,074  
**110,955**

<u>To:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Assistant Administrative Manager		DiAnne Kingston	23	1	44,660	6,208	3,416	10,042	85
Administrative Supervisor		Helen Dolyak	18	21	44,660	6,208	3,416	4,849	85
			<b>Total:</b>		<b>89,320</b>	<b>12,415</b>	<b>6,833</b>	<b>14,891</b>	<b>170</b>

Increase Budget: 12,674

<u>From:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Administrative Manager		Rhettis Shepard	26	21	66,460	9,238	5,085	10,042	126
			<b>Total:</b>		<b>66,460</b>	<b>9,238</b>	<b>5,085</b>	<b>10,042</b>	<b>126</b>

90,951  
90,951

<u>To:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Administrative Manager		Tameka Bertley	26	1	51,840	7,206	3,966	8,468	98
			<b>Total:</b>		<b>51,840</b>	<b>7,206</b>	<b>3,966</b>	<b>8,468</b>	<b>98</b>

Decrease Budget: 19,373

**Cost Savings of: 6,699**

**CLAYTON COUNTY, GEORGIA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER  
23/1 \$44,660.38**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in the management of records, which include assessing, and assisting the assigned divisions with financial and accounting functions, and engaging in budgetary activities. The divisions consist of Support Staff, Assistant District Attorneys, and Investigators. Assist in handling the day-to-day management of the District Attorney's Office and assist with the management of the budget, payroll, and all other administrative duties of the District Attorney.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists with the management of the budgets for divisions assigned to this department.

Conducts studies and prepares reports for the solution of various administrative and fiscal problems including budget, organization, policy, and personnel.

Assists with the management of the accounts of various funds such as general operational funds, financial statements, and reports; assists in resolving difficult accounting problems.

Assists with the analyzing of budget costs and other financial records; provides information and recommendations regarding fiscal operations of County funds.

Performs/coordinates various budgetary activities and proposals; organizes and assists with the preparation and development of the department's operating budgets; assists department section managers with the preparation and submission of the annual budget appropriation request; review needs related to issues under administrative section and makes recommendations on charges to increase efficiency; reviews and recommends proposed budget changes, maintains records on departmental budget proposals/changes from budget review meetings with Finance and the Commission Chairman.

Assist with the coordination of the annual budget process to ensure the proposal is completed on schedule and ready for the approval by the Board of Commissioners.

Prepares and verifies departmental budget amendments and line item transfers during the year; reviews journal entries and corrections made by Finance.

Clayton County, Georgia ~ DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER

Assists with reviews of department purchase order requisitions for accuracy and availability of funds to be forwarded to Finance; recommends alternative course of action to department section heads when funds are not available. Assists in the preparation of accounts payable requests.

Prepares reports/documents for approval by the District Attorney, Deputy Chief, or designated Chiefs/Managers.

Assists with the development of accounting controls; troubleshoots workflow procedures, recommends corrective action, and supervises Support Staff.

Audits State/Federal/County/City budgets for accuracy in accounting charges; verifies material compliance to contracts and budgets.

Provides financial support/assistance/monitoring regarding all County funds within the departmental budget; prepares budgetary and financial reports on County budget funds. Monitors financial status of all sections under the District Attorney.

Prepares accounting data for the year-end of the budget to Finance.

Assists with the management of departmental inventory records for cost and accountability. Review/provide assistance to Finance on any discrepancies within their system.

Assists with the coordination of financial issues between the District Attorney and the Finance staff.

Monitors/reviews revenue and expenditures in the department's budget; assists other County personnel in departmental budgeting issues. Issues requests for billing to Finance; reviews and tracks the billing for payment and proper coding into department's budget; prepares reports on accounts receivable funds.

Assists with the management of personnel staff to ensure that personnel actions, leave slips, and payroll information is in compliance with County Civil Service Rules and Regulations and department policy; assists in resolving employee relations issues; monitors injured employees' worker's compensation status; evaluates job performance for administrative division.

Assists with the management of support staff engaged in data entry; provides assistance, if needed; provides direction; interprets policies and procedures; assigns and reviews work; evaluates job performance for administrative division.

Instructs/coordinates support staff training in job duty responsibilities.

Assists with the reconciliation of accounting discrepancies; prepares/completes/distributes various budgeting reports.

Maintains file system for all accounting records.

Serves as custodian of Agency Records and Open Records Officer to the purpose of fulfilling open records requests.

Operates a computer to enter/retrieve/modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, and other software programs.

**Clayton County, Georgia ~ DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER**

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Communicate with District Attorney, supervisors, employees, other departments, County officials, other government entities, vendors, outside organizations, and the public; reviews incoming data, exchanges information and/or resolves problems.

Maintains a comprehensive current knowledge of all departmental policies and Civil Service Rules and Regulations.

**ADDITIONAL FUNCTIONS**

Assists with duties relegated to the Administrative Division as needed.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting/Finance, Human Resources, or other related field; supplemented by six (6) years previous experience and/or training that includes financial/accounting management budget preparation, and project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**ADA COMPLIANCE**

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate the visual cues or signals. Some tasks require the ability to communicate orally.

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

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans 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.*

**CLAYTON COUNTY, GEORGIA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: DISTRICT ATTORNEY ADMINISTRATIVE SUPERVISOR**  
20/1 \$38,475.30

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise the courtroom legal assistants in their performance of advanced legal administrative work for a trial team within the District Attorney's Office. To assist the Deputy Chief Assistant District Attorneys. Work involves supervising the preparation of cases for arraignment, trial, motions and grand jury calendars, as well as the management of legal records.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises the performance of legal administrative work for a trial team consisting of Assistant District Attorney, Investigator Supervisor and Investigator.

Supervises the creation of file folders; supervises data entry of information and case numbers into computer system; and the receipt of same by the appropriate Investigator.

Supervises the distribution of new cases given to each Assistant District Attorney and Investigator.

Supervises the preparation of arraignment, trial, motions, and Grand Jury calendars and subpoenas for all courtrooms, as well as the files for all calendars, and the preparation of Grand Jury presentments.

Responsible for ensuring all notices and subpoenas are mailed out timely for all courtrooms by the respective legal assistant.

Oversees the discovery process and that it is distributed at arraignment and trial calendar calls by all courtroom legal assistants to defense attorneys or the defendants receives copy of the State's discovery and the calendars are marked with all pertinent information.

Responsible for ensuring all courtroom legal assistants see that their respective pleas are returned to the District Attorney's Office and processed, which may include typing of nolle proseques, when appropriate, closing cases out on computer and marking files accordingly.

Supervise the closure of all Administrative Dismissals as well as ensures the transfers to State Court.

Distributes mail for all courtrooms legal assistants, District Attorneys and Investigators.

Ensures that the legal assistants prepare accusations and indictments for all courtrooms and they are filed, and placed on the next available arraignment calendar.

Oversees the location and placement of detainees on subject in State custody and the preparation of productions orders for prisoners.

Ensures all bench warrants and bond forfeitures for all courtrooms; calendars for all bond forfeiture and that all courtroom legal assistants attend calendar call; they prepare appropriate forms, i.e.: judgments for cost or Rule Absolutes for judge's signature.

Attends Employee Development Programs, supervisor classes offered by Clayton County Human Resources Department.

Responsible for overseeing data management, file management, etc.

Responsible for making sure all courtrooms and reception area are covered.

Assists the Deputy Chief Assistant District Attorneys with various tasks as requested.

Communicates with the District Attorney, Assistant District Attorneys, Investigators and employees, other departments, County officials, other government entities, vendors, outside organizations, and the public; reviews incoming data, exchanges information and/or resolves problems.

Maintains a comprehensive current knowledge of all departmental policies and Civil Service Rules and Regulations.

#### **ADDITIONAL FUNCTIONS**

Assists/Supervises duties relegated to the Administrative Division as needed.

Coordinates and chairs monthly/bi-monthly trial team meetings to ensure cases are being processed and handled appropriately in all courtrooms and in the office.

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by six (6) years previous experience providing administrative support in a legal environment, proficient in the use of the Criminal Justice Information System, WordPerfect or Microsoft Word; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

#### **ADA COMPLIANCE**

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate the visual cues or signals. Some tasks require the ability to communicate orally.

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

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans 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.*