Solicitor’s Office
Office Supervisor

JOB SUMMARY:
At the direction of the City Solicitor, the Office Supervisor, supervises and coordinates the clerical staff and assignments of the Solicitor’s office; does other related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As assigned by an administrative official, directs, organizes, supervises, and coordinates general office, and associated clerical assignments.
- Gives appropriate assignments, instruction, and supervision to division clerical and paralegal employees; assigns and reassigns staff to assure completion of work schedules and meet peak load and/or emergency periods.
- Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.
- Reviews and makes recommendations regarding staffing, procedures, and work programs.
- Processes employee personnel records, prepares letters, and memoranda as required; confers with the director or other administrative officer concerning division work load and/or emergency periods.
- Carries out administrative assignments as required by the director or other administrative official.
- Assists in the compilation of information for the division budget request.
- Prepares replies to designated correspondence.
- Prepares monthly, annual, and other reports.
- Supervises the maintenance of division records and files.
- May prepare extensive correspondence in the course of official duties.
- May supervise the preparation of all division purchase orders, inter-departmental requisitions, travel requests, and motor pool records.
- May supervise the maintenance of records relating to the distribution of publications and the assignment of audit personnel in order to ensure accurate billing to division clientele for materials and/or services provided.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

MINIMUM REQUIREMENTS:
Associates degree desired. Five (5) years of experience in clerical work, three (3) years of which shall have been in a supervisory capacity. Excellent, written, oral and verbal communication skills. Proficient in Microsoft Office Suite – Outlook, Excel, Word, PowerPoint.

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.