

MAINE STATE LEGISLATURE

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(EMERGENCY)

ONE HUNDRED AND SIXTH LEGISLATURE

Legislative Document

No. 1683

H. P. 1297

House of Representatives, March 29, 1973

Referred to the Committee on Appropriations and Financial Affairs. Sent up for concurrence and ordered printed.

E. LOUISE LINCOLN, Clerk

Presented by Mr. Bragdon of Perham.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED
SEVENTY-THREE

**AN ACT Authorizing a Business Manager for the Department of the
Attorney General.**

Emergency preamble. Whereas, Acts and Resolves passed by the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the said 90-day period will not terminate until after the beginning of the next fiscal year; and

Whereas, a business manager for the Department of the Attorney General is vitally necessary to the successful operation of the Department occasioned by its growth and work; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine, as follows:

Appropriation. There is appropriated to the Department of the Attorney General from the General Fund the several sums shown below for the employment of a business manager. The breakdown shall be as follows:

1972-73

1973-74

1974-75

ATTORNEY GENERAL, DEPARTMENT OF
Administration

Personal Services	(I) \$1,847	(I) \$11,035	(I) \$11,590
All Other	100	100	100
Capital Expenditures	800	—	—
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	\$2,747	\$11,135	\$11,690

Emergency clause. In view of the emergency cited in the preamble, this Act shall take effect when approved.

STATEMENT OF FACT

The bill proposes a business manager for the Department of the Attorney General. With the growth of the office and the large amount of work handled, performance of administrative duties by a business manager would relieve attorneys from performing such tasks. The business manager's duties would be performed in the following categories:

SUPERVISORY:

Maintain work schedules for a clerical staff of ten (10) persons; management of fiscal aspects of federal grants; preparation and responsibility of budget and fiscal records of the department.

COORDINATIVE:

Perform screening interviews of clerical personnel; act as liason between the Department of the Attorney General and the county attorneys of the State; coordinate office workloads with deputies by constant review of work flow of attorneys and investigators.

PROCEDURAL:

Maintain inventory of all department supplies; maintain a case docket of all office litigation; arrange for office equipment maintenance and maintain equipment records, including supervision and responsibility for servicing department motor vehicles; maintain time control records of all deputies and assistant attorneys general and investigators.