I. PURPOSE SUMMARY. Performs various advanced and complex administrative, support and confidential duties in support of the Sheriff’s Office; includes maintaining computerized databases, compiling date, and providing customer service assistance to candidates and employees.

II. ESSENTIAL DUTIES.
Performs various advanced administrative duties in support of the Sheriff’s Office; tasks include but are not limited to:

- Typing, filing, and record keeping; promptly processes, tracks, and distributes correspondence.
- Handles all requisitions, advances and travel returns for non-training travel. Will also include assisting the training division for the training travel process when needed.
- Prepares correspondence and memorandums, reports, spreadsheets, requisitions and documents for supervisor signature. Processes, copies and distributes various documents, forms, and packets as directed, reviewing for accuracy and completion.
- Reviews and makes decisions about routing and potential action or response of incoming/outgoing correspondence.
- Re-assign and coordinates cell phone & air card usage & billing including keeping Department phone list up to date.
- Responsible for knowing and abiding by all department and county policies and procedures; timekeeper (back-up) responsibilities.
- Maintains accurate records and files
- Examines reports, responses or other material to determine action or additional information needed
- Communicates and responds to inquiries in verbal and written form
- May coordinate the logistics for setting up meetings, and represents the Sheriff’s Office at meetings as directed.
- Acts as support staff for the department’s citizen academy
- Submits work orders for IT access for new employees or re-assignment of employees.
- Coordinates ceremonial functions for the department both internal and external functions.
- Assist in administration duties of the outside agency task forces for re-imbursements or other task.

III. ADDITIONAL DUTIES. As may be assigned by the supervisor.
IV. QUALIFICATIONS.

A. Education. High school diploma or GED

B. Experience. Five (5) years of increasingly responsible administrative, accounting, or support services experience. Demonstrated computer skills in word processing, spreadsheet and email software preferred. Prior experience in Human Resources is helpful.

C. Education/Experience substitution. In accordance with Count Policy.

D. Licenses/Certifications. None required

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.)
   Background check and NCIC

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION.

   • Knowledge of:
     o Principles of confidential records and file management;
     o Knowledge of office procedures and practices, administrative techniques
     o General human resources functions, services, and techniques;
     o Business and personal computers, and business office software applications;
     o Customer service principles

   • Skills in:
     o Operating a personal computer with installed generic and specialized office productivity software;
     o Preparing correspondence using correct grammar, spelling, and punctuation;
     o Using sound judgment in applying established guidelines to solve work problems;
     o Demonstrating resourcefulness and tact in public contacts;
     o Exercising judgment and understanding in all personnel-related situations
     o Handling sensitive and confidential matters and situations
     o Following verbal or written instructions from Supervisor

   • Ability to:
     o Accurately collect, record, process and prepare data;
     o Assess and prioritize multiple tasks, projects and demands;
     o Communicate effectively in verbal and written forms;
     o Monitor and control confidentiality of personnel information, according to the standards of the Privacy Act of 1974;
     o Establish and maintain effective working relations with others;
     o Efficiently and accurately maintain records and files.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.
3. **GUIDELINES AND JUDGMENT.** The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. **PHYSICAL DEMANDS.** The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, and carrying of light items.

5. **WORK ENVIRONMENT.** Light physical demands; sitting and answering phones, mostly desk work. Frequent use of a personal computer.

6. **SUPERVISORY RESPONSIBILITY.** None

IV. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: ____________________________ Date ________________

Employee ___________________________________________