

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant – Training Division **PAY GRADE:** 11

DEPARTMENT: Sheriff's
REPORTS TO: Lieutenant
BARGAINING UNIT: N/A

FLSA: Exempt Non-Exempt
LEAD: Yes No
SUPERVISOR: Yes No

APPROVED:



Department Head



Human Resources Director

5/24/10
Date

5/25/10
Date

I. PURPOSE SUMMARY. Performs advanced and complex administrative, support and confidential duties in support of the training division and human resources activities, includes maintaining computerized databases, compiling data, providing customer service assistance to candidates, employees and training instructors.

II. ESSENTIAL DUTIES.

1. Performs various advanced administrative duties in support of the training division and human resources administrator; tasks include but are not limited to:
 - Typing, filing, and record keeping; promptly processes, tracks, and distributes correspondence.
 - Performs data entry functions related to employee training and candidate tracking and records maintenance.
 - Prepares correspondence and memorandums, personnel action forms, processes, copies and distributes various documents, forms, and packets as directed, reviewing for accuracy and completion.
 - Schedules candidates in accordance with established procedures for pre-employment testing, sends notices of selection status, prepares packets for HR filing;
 - Reviews and makes decisions about routing and potential action or response of incoming/outgoing correspondence.
 - Responsible for department ID Badge machine, coordinates maintenance and supplies needed.

2. Updates and maintains electronic training database with current Department of Public Safety (DPS) training curriculum and department procedures. Tasks include, but are not limited to:
 - Updates and maintains confidential employee profiles and training history for all department staff.
 - Uploads employee training as required by DPS to maintain current status for law enforcement employees.
 - Generates training history reports as requested.
 - Responsible for maintaining hard-copy certifications as required.

3. Processes approved training requests, schedules facilities and processes registrations for department staff. Tasks include, but are not limited to:

- Meets with department budget staff to ensure funds are available in advance of registrations and per-diem requests.
- Registers staff for training class as approved, generates advance per-diem forms and confirms other travel arrangements.
- Meets with staff before training to ensure travel and per-diem policies are adhered to for reimbursement.
- Generates return per-diem forms and submits receipts for staff in accordance with policy for reimbursements.
- Schedules facilities and specific instructor audio/visual needs are obtained for on-site training as directed by supervisor,
- Confirms attendees approved for on-site training and notifies attendees by confirmation email calendar invitation.

4. Performs new hire employee and volunteer on-boarding duties; tasks include but are not limited to:

- Updates new employee information into internal department tracking system.
- Takes ID Badge pictures for new and/or promoted employees, volunteers and interagency commissioned officers.
- Coordinates with appropriate staff for employee issuance of equipment, uniforms and other property as required for the new hire's position.
- Sends email notification to NCIC, Sheriff's Secretary, department payroll employee, inventory staff, and supervisor of new hire start date with department.

III. **ADDITIONAL DUTIES.** As may be assigned by the supervisor.

IV. **QUALIFICATIONS.**

A. **Education.** Equivalent to a high school diploma.

B. **Education substitution.**

C. **Experience.** Five (5) years of increasingly responsible administrative, accounting, or support services experience. Demonstrated computer skills in word processing, spreadsheet and email software. Previous experience with database programs and facilitation with training is desirable. Prior experience in Human Resources is helpful.

D. **Experience substitution.**

E. **Licenses/Certifications.** None Required

F. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check through department.

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

- **Knowledge of:**
 - Principles of confidential records and file management;
 - General human resources functions, services, and techniques;
 - Business and personal computers, and business office software applications;
 - Customer service principles.

- **Skills in:**
 - Operating a personal computer with installed generic and specialized office productivity software;
 - Preparing correspondence using correct grammar, spelling, and punctuation;
 - Using sound judgment in applying established guidelines to solve work problems;
 - Demonstrating resourcefulness and tact in public contacts;
 - Exercising judgment and understanding in all personnel-related situations.
- **Ability to:**
 - Accurately collect, record, process and prepare data;
 - Assess and prioritize multiple tasks, projects and demands;
 - Communicate effectively in verbal and written forms;
 - Monitor and control confidentiality of personnel information, according to the standards of the Privacy Act of 1974;
 - Establish and maintain effective working relations with others;
 - 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 *Date*