
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	045
SUPERVISOR:	Sheriff	SALARY RANGE:	23
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Perform advanced and specialized administrative and office support duties for the Sheriff's Office and Command Staff. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Command Staff in planning and supervising department operations and with special projects.

Perform administrative and secretarial duties in support of the Sheriff's Office, including word processing, information compilation, operation of standard office equipment, maintaining files, processing mail, receiving/receipting and distributing fees and other monies, providing meeting support and answering telephones.

Assist Command Staff in preparation of annual County departmental budget. Monitor fiscal operation of Sheriff's Office and report to Command Staff with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies and equipment needs/costs.

Responsible for all financial operations within the Sheriff's Office: Prepare and issue monthly billings to agencies, former inmates and/or other departments for County Firing Range usage, boarding of federal inmates, housing fees and past debt. Prepare reporting for grants and other state and federal programs. Compile invoices and prepare claims for payment. Prepare claims for data entry and balance and file all claims for fiscal year. Prepare bank deposits for the Jail. Act as a signer on the Jail's Inmate trust Account. Prepare and file detailed records of financial transactions.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Order various materials and supplies for office and deputies. Prepare and track purchase orders. Maintain records of gas cards and order replacements/new cards as needed. Compute equipment lease/rental and equipment charges.

Assist the Sheriff with the budget as needed.

Assist employees with questions on payroll, employment benefits, insurance, etc. Maintain employees time sheets, verify and ensure receipt by Payroll. Prepare personnel action forms for employees and new hires.

Provide training to employees as necessary.

Maintain files for insurance claims. Reconcile annual property review for insurance. Notify

insurance of all changes.

Maintain detailed filing system for purchase orders, vendor contracts, investigations (personnel, background and worker's comp), employee records (training, evaluations, contact info and disciplinary information),

Perform a wide variety of administrative support duties for the Command Staff.

Assist in the development and implementation of policies, procedures and office standards and practices for more efficient Sheriff's Office operations.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

Receive, sort, analyze and summarize material for the preparation of reports. Relay and interpret administrative decisions, policies and instructions.

Confer with Command Staff regarding office activities. Perform public relations and liaison duties on behalf of the Sheriff's Office.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Serve as liaison to various County offices and departments: Information Technology, Human Resources, Finance & Taxation, the District Attorney's Office and the Board of Commissioners' Office.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position. May be involved in the training and orientation of other departmental personnel.

SUPERVISION RECEIVED: Work under the general supervision of the Sheriff who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation plus additional specialized training in the accounting or secretarial fields. At least three years secretarial/accounting work experience which must include prior experience in law enforcement related agency. Any satisfactory equivalent combination of experience and training which

demonstrates the ability to perform the above described duties may be acceptable.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position. Possession of a valid motor vehicle operator's license and must be insurable under the County's liability insurance coverage. Law Enforcement Data Systems certification.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and accounting principles and practices. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets and databases. Knowledge of criminal justice management practices and principles.

Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional work after hours is required. While performing the duties of this job, the employee may be required to travel outside the community to attend meetings or training. The employee may be exposed to a hostile environment when dealing with offenders and must be able to interact to diffuse offender aggression. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to incarcerated individuals. Office environment requires tact and sensitivity.