

Job Description: ADMINISTRATIVE ASSISTANT
(SHERIFF DEPARTMENT)

CLASS NO. 1808

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 18

FLSA: Exempt

SUMMARY OF POSITION

Assists the Sheriff and Chief Deputy with day-to-day administration of Sheriff's department; manages payroll and personnel responsibilities; performs telecommunications duties, including receiving calls and dispatching duties as required; and serves as Assistant Emergency Management Coordinator.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff
2. Directs: Purchasing Clerk; 3 C.I.D. Secretaries; Warrant Clerk and all civilian personnel
3. Other: Has daily contact with other departmental employees, personnel of other local and state law enforcement agencies, and the general public. Has frequent contact with federal law enforcement personnel and other local, state, or federal governmental agencies.

EXAMPLES OF WORK

Essential Duties*

Supervises secretarial, clerical staff, and civilian staff;

Assists Sheriff and Chief Deputy with administrative responsibilities;

Prepares Job Classifications for each position in the Sheriff's Office;

Trains clerical staff;

Prepares payroll for department employees, maintains records, calculates time, and report time to County Treasurer;

Maintains accounts and update property inventory in the departmental Seizure and Forfeiture Fund;

Manages personnel records, prepares paperwork for new, retiring, resigning, and/or terminated employees, and files worker's compensation, accident, and insurance claims;

Reviews and approves personnel work schedules, handles staff leave requests, travel requests, and reimbursement requests, and maintains vacation, sick, and holiday leave schedules for departmental employees;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

CLASS NO. 1808 (Continued)

Reviews and approves training schedules for employees, reports professional activities, upgraded certifications, and continuing education of deputies, corrections officers, and communications personnel to the Texas Commission on Law Enforcement Standards and Education;

Serves as Chambers County Safety Committee;

Reports to County Treasurer and County Auditor all monies taken in and disbursed from Sheriff's Office and deposits departmental jail fine and bond monies daily;

Security officer of the in-house computer system;

Types and maintains correspondence for Sheriff;

Receives departmental and inmate correspondence from post office;

Takes and receives investigation film to developer.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Office administration

Skill/Ability to: train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, federal, state, and local law enforcement agencies, local officials, and the general public; operate computer equipment, prepare and file accurate records and reports; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate, or its equivalent, at least five years of administrative, supervisory and secretarial experience, including personnel and accounting experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

NCIC/TCIC course which tested on every two years.