

# Sevier County Job Description



<b>Title:</b> Sheriff Administrative Assistant I / II / III	<b>Department:</b> County Sheriff
<b>Grade:</b> I - 11 / II - 13 / III - 15	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> I - 530.1 / II - 530.2 / III - 530.3	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical duties** as needed to expedite the day-to-day functions of an office, including, reception functions.

**Administrative Assistant I:** Entry Level

**Administrative Assistant II:** Working Level

**Administrative Assistant III:** Full Performance Level

## SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy with general guidance and direction of the County Sheriff

**Administrative Assistant I:** Close / **Administrative Assistant II:** Close to General / **Administrative Assistant III:** General

## SUPERVISION EXERCISED

**Administrative Assistant I:** None

**Administrative Assistant II:** May provide some training to Administrative Assistant I

**Administrative Assistant III:** May provide supervision to Administrative Assistant I or II as assigned by the Chief Deputy or Sheriff

## ESSENTIAL FUNCTIONS

### **Administrative Assistant I or Basic Functions for Administrative Assistants II and III**

#### Administrative Support:

- Provides customer service and performs clerical and receptionist duties;
- Performs data entry on standard forms and makes posting to various records;
- Supports public safety personnel in preparation and processing of documents and reports;
- Acts as department initial point of contact and provides customer service via telephone calls or at the window;
- Coordinates and works with police departments, sheriff's offices, jails, dispatch, and various courts as needed;
- Composes and/or prepares various reports, letters, communications and correspondence;
- Forwards paperwork of prospective visitors, defendants and respondents for BCI/NCIC/Statewide clearance;

#### Accounting:

- Performs general accounting and bookkeeping functions related to department activities;
- Processes Accounts Receivable/Payable, may issue Purchase Orders;
- Processes per-diem and reimbursement requests;
- Receipts all monies associated with the Sheriff's office, including, but not limited to, accounting of prisoner's money, fees received from civil paper service, fines, bails, and bonds, etc.;
- Balances cash drawers, prepares and makes bank deposits;

#### Reports:

- Performs Spillman data entry, records documents and computes fees;
- Posts citations, warnings, property, UCR reports, non-custody arrests, etc.;
- Establishes and maintains files, reports, records, logs and documents;
- Receives and processes civil and/or criminal documents, reviews for accuracy, verifies court dates, assigns to deputies for service;
- Monitors disposition of document, manages change in documents and orders and processes expungements;
- Monitors sex offender court cases, reviews court records and monitors and maintains sex offender registrations;
- Participates in the tracking of sex offenders residing in Sevier County;
- Provides incident reports and related information to the public and insurance companies;

### **Administrative Assistant II (in addition to the essential functions outlined for Administrative Assistant I)**

#### Administrative Support:

- Assists with booking or logging of evidence or property;
- Approve time sheets for all employees in the online timekeeping system;
- Creates and organizes case files and opens files, communicates with courts and attorneys regarding trial and hearing dates, advises deputy of pending trial dates;
- Create, distributes and maintains 4-week work schedule for officer employees;

- Maintains executive calendar and monitors staff training schedules;
- Supports deputies and detectives in the preparation and processing of various documents and reports;
- Arranges Sheriff and Chief Deputy travel;
- Assists Victim Services Coordinator with indigent placements;
- Takes fingerprints of public for Concealed Weapons Permits, Utah Bureau of Criminal Identification, employment, etc.

**Accounting:**

- Monitors compliance with established budget and reconciles monthly bank statements;
- Coordinates with vendors for problem resolution;
- Receives and processes incoming invoices, verifies for accuracy and forwards to county auditor for payment;
- Documents vehicle usage, gas consumption and use of departmental credit cards;
- Compiles, edits and sends monthly, quarterly and yearly billings to the Department of Corrections, auditor, etc., as directed.

**Reports:**

- Transcribes juvenile referrals, trial preps, and supplemental investigation reports;
- Runs criminal records, performs search warrant and evidence logging and runs vehicle license checks;
- Oversees and performs NCIC (National Crime Information Center) entries for Sevier County;
- Accesses and updates Spillman Law Incident Table;
- Generate and send reports of crimes and activities occurring on the Fish Lake National Forrest within Sevier County;
- Generates reports for the Office of Probation and Pre-trial Services;
- Generates information essential to the preparation of crime analysis reports and prepares reports as required;
- Logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, orders of sales, etc. for processing;
- Maintains CACE software, proofs records for CALEA reports and accreditation;
- Prepares demographic reports documenting inmate counts and compiles criminal or statistical reports;
- Submits reports to the State Records Department, FBI, INS, Utah Bureau of Investigation, and any other office as directed;
- Sends UCR reports to BCI (Bureau of Criminal Investigations) in a timely manner;
- Print reports for Sheriff, Chief Deputy, Lieutenants, Sergeants, Deputies and County Attorney for their use;

**Administrative Assistant III** *(in addition to the essential functions outlined for Administrative Assistant I and II)*

- Assists in training of other Administrative Assistants and may supervise some individual projects.
- Serves as Terminal Agency Coordinator (TAC) and county liaison between BCI and the criminal justice agency and assumes BCI and UCJIS responsibility for operational, technical and investigative assistance to UCJIS users.
- Organize, coordinate and oversee youth court functions including instruction, hearings and mentoring for youth group (ages 14-18) and their parents.
- Ensures proper retention and archiving of all permanent records and destroys those that do not have to be retained.
- Acts as lead administrative assistant in the Sheriff's office.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

**Administrative Assistant I:** Graduation from high school with additional course work in general office practices, bookkeeping, or operations; plus one (1) year of experience performing above or related duties.

**Administrative Assistant II** *(in addition to the education and experience for Administrative Assistant I)*: Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience as an administrative assistant in a law enforcement office with one (1) of those years being performed with Sevier County.

**Administrative Assistant III:** *(in addition to the education and experience for Administrative Assistant I and II)*: Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience as an administrative assistant in a law enforcement office with three (3) of those years being performed with Sevier County.

\*An equivalent combination of education and experience may be considered for all levels

**2. Knowledge, Skills, and Abilities:**

**Administrative Assistant I:** Some / **Administrative Assistant II:** Working / **Administrative Assistant III:** Full Performance

**Knowledge of the following**

- Modern office practices and procedures; i.e. grammar, spelling, and punctuation and maintaining various record systems;
- MS Office, Excel, Word, WordPerfect, etc.;
- The civil functions of the Sheriff's Office and its interrelationship with other county departments;
- Computer terminal operation and programs including law enforcement software;
- Legal processes associated with the maintenance of public records and documents and GRAMA;
- Administrative procedures, bookkeeping and basic accounting;

- Interpersonal communication skills.
- **Skill in the following**
- Typing (40 wpm) and computer entry.

**Ability to**

- Exercise initiative, independent judgment, and to act resourcefully under varying conditions;
- Communicate effectively, verbally and in writing;
- Establish and maintain effective working relationship with other employees, supervisors, elected officials, other departments and the general public;
- Establish and maintain comprehensive records and files.

**3. Special Qualifications:**

- May be required to be or become a notary public.
- Resident of Sevier County.

**4. Work Environment:**

- Incumbent of the position performs in a typical setting with appropriate climate controls.
- Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Occasional lifting generally not to exceed 25 pounds.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg, and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.
- May occasionally, works within a secure area and in direct contact with inmates.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Current Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)