DEPARTMENT: Personnel
By: Jeffrey G. Green
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Approve the proposed class specification of Administrative Assistant/Sheriff-Coroner Office and setting the salary at range 184 ($2,363-$2,872). This classification will be assigned to SEIU.

During the budget process, the Sheriff had proposed that the new position be called Assistant Coroner. After discussions with the Sheriff, it was determined that a better fit for the class title of this position should be Administrative Assistant/Sheriff-Coroner Office.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2001/2002 budget process, the Board approved the reorganization of staff including the promotion of one Office Technician to the new position of Assistant Coroner. Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

➢ Approve the class specification and salary range as proposed.
➢ Revise the recommended class specification and salary range as the Board desires and approve.

COSTS: (X) Not Applicable
A. Budgeted current FY $ ______________
B. Total anticipated costs $ ______________
C. Required additional funding $ ______________
D. Internal transfers $ ______________

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $ ______________
B. Reserve for contingencies $ ______________
C. Source description: _______________________
Balance in Reserve for Contingencies, if approved: $ ______________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Class Specification.

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

X Recommended
■ Not Recommended
■ For Policy Determination
■ Submitted with Comment
■ Returned for Further Action

Comment: ____________________________

A.O. Initials: _________________________

Res. No.: 02-41 Ord. No. ______________
Vote - Ayes: ____________________ Noes: ____________________
Absent: ____________________ Abstained: ____________________
( ) Approved ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: ____________________________
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ____________________________
Deputy

Clerk's Use Only:

Action Form Revised 5/92
TO:                Jeff Green, Interim Personnel Director
FROM:            MARGIE WILLIAMS, Clerk of the Board
SUBJECT:                          Class Specifications for Administrative Assistant/Sheriff-Coroner Office
                                             Resolution No. 02-41

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  

ADOPTED THIS Order on February 5, 2002

ACTION AND VOTE:

Approve the Proposed Class Specifications of Administrative Assistant/Sheriff-Coroner Office and Setting the Salary Range at 184 ($2,363 - $2,878) (Personnel)

BOARD ACTION:  Discussion was held, and Jeff Green, Interim Personnel Director, advised that the salary range should be at 190 to reflect the recent negotiations with the bargaining unit. (M)Reilly,  
(S)Parker, Res. 02-41 was adopted with the salary range at 190/Ayes: Unanimous.

cc:             Ken Hawkins, Auditor  
                  Mary Hodson, Staff Analyst  
                  File
MARIPOSA COUNTY

JOB TITLE: Administrative Assistant/Sheriff-Coroner Office

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide high level clerical assistance in planning, organizing, coordinating, and administering the activities and operations of the County Sheriff's Department and to represent the department at county government, civic and law enforcement related activities. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. This job class performs highly responsible and complex clerical support duties requiring the application of professional, administrative, and supervisory skills related to administrative functions and Coroner duties.

SUPERVISOR: Sheriff and/or designee

TYPICAL DUTIES

- Filing and follow up on all Coroner cases including the processing of Death/Amendment Certificates
- Process state and local criminal history requests
- Assist in administering law enforcement grants
- Supervises, coordinates and processes civil procedures, wage garnishments and bank levies; issue checks for wage garnishment and levies
- Processes and issues permits
- Provide secretarial/clerical support to the administration and field staff as needed
- Information Specialist, directs calls to proper divisions
- Assists in the development, implementation, and administration of the departmental budget and purchasing operations
- Reviews proposed or newly enacted legislation affecting Coroner duties and stays abreast of current cases and other matters pertaining to those duties
- Researches Coroner training needs of the department; prepares training material and oversees Coroner training activities
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- police methods and procedures, coroner investigation and identification
Knowledge of: (cont’d)

- personal computer operations including applications software such as word processing and spreadsheet programs
- correct English usage, spelling, grammar and punctuation
- proper office management techniques
- legal terminology
- basic arithmetic

Ability to:

- prepare and present clear, concise, and comprehensive reports
- work independently; exercise independent judgment and initiative
- prioritize and supervise the work and training of subordinates
- analyze situations and facts effectively, interpret and apply laws
- communicate effectively in both oral and written form
- establish and maintain effective work relationships with those contacted in the performance of required duties
- perform difficult and complex clerical duties
- perform arithmetical calculations with speed and accuracy
- type accurately at a rate required for successful job performance
- maintain record and files

MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a GED certificate, and
- 12 units of college course work in police science and/or coroner duties, or 25 hours of Coroner Instruction and 8 hours in Vital Records instruction at time of hire or ability to obtain within six months of hire, and
- 12 units of college level course work in secretarial or business courses, or 24 hours of the Public Safety Executive Secretary course, and
- Six years of increasingly responsible secretarial/administrative experience. One additional year of experience in performing technical duties similar to those required for this position may be substituted for the college-level course work relating to the secretarial or business courses.

- Possession of a valid California driver's license