

**SHERIFF'S ADMINISTRATIVE ASSISTANT**

**DEFINITION**

To provide high-level clerical, secretarial and administrative assistance in planning, coordinating and administering the activities and operations of the County Sheriff's Department; to represent the department at County government, civic and law enforcement functions; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Sheriff – Coroner or management staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs responsible clerical, secretarial and administrative work to support assigned supervisor and department staff.

Reviews Coroner reports for accuracy and completion; files and follows up on all Coroner cases; completes and processes death / amendment certificates.

Processes state and local criminal history requests.

Researches, writes and assists in administering law enforcement grants.

Supervises, coordinates and processes civil procedures, wage garnishments and bank levies; issues checks for wage garnishments and levies.

Performs general bookkeeping work as required, including but not limited to preparing deposits, maintaining and reconciling petty cash, processing accounts payable and receivable, preparing and monitoring budgets, and preparing related statements and reports.

Processes and issues permits.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Establishes, organizes and maintains complex department filing systems.

Enters and retrieves computer data; generates computer reports and/or spreadsheets.

Schedules hearings, appointments, meetings, work activities and other functions as required.

Assists supervisor with the planning and implementation of department programs and projects as assigned.

Reviews proposed or newly enacted legislation affecting department operations, and recommends procedural changes as appropriate.

Reviews and stays abreast of current cases and other department matters.

Provides information and assistance to County staff, other agency personnel, news media and the public requiring the use of judgment and the interpretation of policies, procedures or rules, assists in coordinating office activities with those of other departments and agencies as necessary.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms, processing daily mail, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Standard secretarial / clerical practices and procedures.

Procedures used in law enforcement and coroner investigation and identification.

Legal terminology.

Basic business arithmetic.

Financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

#### **Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform clerical / secretarial work involving considerable independent judgment.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical problems, evaluate alternatives and make sound recommendations.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to

communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Six years of increasingly responsible secretarial, clerical and/or administrative experience which has included assignments requiring a working proficiency in the use of a computer, using spreadsheet and data based software, and extensive public contact.

#### **Education:**

High school diploma or GED equivalent. Completion of college-level secretarial, business or police science coursework, and completion of a Public Safety Executive Secretary course is highly desirable.

#### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must possess, or be able to obtain within six months of employment, certificates in Vital Records, Coroner Instruction and Civil Process.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**