

JOB TITLE: Administrative Assistant

SD/18

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for providing administrative support to the department.

MAJOR DUTIES:

- o Provides clerical support to the sheriff by taking dictation, typing letters, scheduling appointments, and taking messages.
- o Performs various clerical duties for the department, such as answering and screening calls, answering inquiries, and greeting and referring the general public to the appropriate persons.
- o Composes, types and/or transcribes memoranda, letters, agendas, minutes and reports; proofreads, signs, and mails correspondence.
- o Establishes and maintains all department files and office procedures; maintains confidential and personnel records.
- o Completes all necessary paperwork for new employees.
- o Enters arrest and traffic stops reports into the computer daily.
- o Maintains monthly calendar of employee leave and training hours.
- o Reviews employee timesheets for accuracy; prepares monthly payroll
- o Processes invoices and requisitions for payment; monitors department expenditures under current budget; assists in budget preparation.
- o Assists in coordinating travel arrangements and seminar registrations for department personnel.
- o Administers equipment service contracts; troubleshoots equipment problems and arranges service as needed.
- o Oversees office supply inventory; ensures that supplies are ordered as needed.
- o Sorts and distributes department mail; prepares bulk mailings as necessary.
- o Attends meetings and records minutes as directed.

- o Maintains firearm records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of county and department policies and procedures, including purchasing procedures.
- o Knowledge of English grammar, spelling, and usage.
- o Knowledge of bookkeeping and accounting practices.
- o Skill in report preparation.
- o Skill in operating equipment such as a computer, typewriter, calculator, facsimile machine, postage meter, laminating machine, and copier.
- o Skill in organizing and prioritizing work.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sheriff assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures and accepted office practices. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and secretarial duties. Interruptions and time constraints contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and secretarial support to the department. Successful performance contributes to the efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Administrative Secretary (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.