

FAIRFIELD COUNTY

**JOB TITLE: ADMINISTRATIVE ASSISTANT
SHERIFF**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for performing clerical/secretarial functions of the Sheriff's office and for performing numerous clerical/secretarial and administrative functions including receiving and distributing warrants and civil papers for processing, handling abandoned and stolen vehicles, collecting and processing traffic tickets, coordinating jurors and jury functions, operating the NCIC computer, ordering supplies and processing bills, maintaining inventory of equipment, scheduling appointments and coordinating travel plans for staff, etc. Reports to the Lieutenant of Administrative Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives warrants and civil papers and distributes to appropriate area for processing.

Receives expungement orders and court dispositions and distributes to appropriate personnel for processing.

Assists with preparing and maintaining the annual budget for the Department.

Is responsible for handling all processes relative to abandoned and stolen vehicles. Disposes of property as appropriate.

Collects, processes, and submits all traffic tickets.

Maintains adequate inventory of supplies and equipment needed for proper operation of the Sheriff's Office. Procures items as needed. Processes purchase orders and is responsible for paying bills.

Maintains register of sex offenders.

Performs a variety of functions relative to juries including notifying jurors of court sessions, preparing a list of jurors with their criminal histories for Judge, etc.

Operates the National Crime Information Computer (NCIC) to receive and send messages through SLED and FBI centers nationwide and to retrieve criminal histories, driving records, suspensions, etc.

Schedules appointments and coordinates travel plans for Departmental staff.

Is responsible for getting County vehicles registered and for getting tags for same.

Sorts and distributes all incoming mail.

Is responsible for the periodic validation of stolen items.

Assists with developing new policy and procedures as needed.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as purchase requisitions, purchase orders, personnel records, invoices, incident reports, warrants, budget sheets, inventory forms, jury lists, quarterly report showing distribution of warrants, schedules, traffic ticket inventory, etc.

Operates and utilizes an assortment of types of office equipment and machinery including computer, NCIC, base radio, adding machine, fax machine, pager, copier, telephone system, camera, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of secretarial, administrative or public relations experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Experience in a law enforcement office would be helpful.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including adding machine, copier, fax machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or

otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, or stooping for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or

exchange information. Includes the giving of assignments and instructions to co-workers and/or assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as personnel reports, invoices, budget sheets, inventory forms, juror notices, general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, vendors, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of business language, spelling, grammar, and business arithmetic as they pertain to duties of the position. Has the ability to communicate effectively both orally and in writing with various types of people. Is able to maintain confidentiality. Has comprehensive knowledge of the terminology used within the office. Has the ability to complete work involving deadlines in a timely manner. Is able to use judgment in prioritizing work. Is able to work independently and pursue tasks without supervision. Knows how to establish and maintain effective filing systems. Is able to organize and arrange

details for events. Is able to deal tactfully and effectively with members of public on sensitive and confidential matters. Is able to use judgment in handling and referring complaints, inquiries, etc. Is able to compose correspondence independently. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Knows how to effectively utilize various types of office machines. Has working knowledge of activities, laws and regulations governing the functions administered by the Sheriff's Office. Has good supervisory skills; is able to ensure that subordinates complete duties effectively and efficiently. Has the ability to maintain confidentiality. Is able to work under stressful conditions relative to meeting deadlines, making decisions, and ensuring the accuracy of all documents that leave the office.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County offices and divisions, co-workers and the general public, as well as employees of municipality police office, and various agencies.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Sheriff's Office policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to Sheriff's Office and County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction. Takes and investigates calls in timely manner to ensure public safety.

Judgment: Exercises independent judgment in routine as well as critical or high risk situations. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Consults with superior officer for assistance as needed.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Sheriff Office and/or County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons. Works with other agencies, municipalities, and/or County offices in conducting investigations, or providing assistance as needed.

Relationships with Others: Shares knowledge with superior officers, supervisors and staff for the benefit of the Sheriff's Office and the County. Contributes to maintaining high morale among all employees of the Sheriff's Office. Develops and maintains cooperative and courteous relationships with office employees, supervisors and employees in other offices, representatives from other municipal police offices, agencies, etc., and the general public so as to maintain goodwill toward the Sheriff's Office and to project a good official image. Tactfully and effectively handles requests, suggestions and complaints from the general public

in order to maintain goodwill within the Sheriff's Office and the County. Emphasizes the importance of maintaining a positive image within the office.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules. Plans work in advance when appropriate and makes best use of time. Maintains a calendar for meetings, deadlines and events. Uses judgment in deciding which call receives priority.

Safety and Housekeeping: Adheres to all safety standards established by the Sheriff's Office, the County and other regulatory agencies. Sees that standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the agency. Knows and understands the expectations of the County regarding the activities of the agency and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the agency and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving agency and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the agency and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and agency matters affecting them and/or of concern to them.

Staffing: Works with the Sheriff and the Office Manager to select and recommend employment of personnel for the agency who are qualified both technically and philosophically to meet the needs of the agency and County.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet agency goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the agency. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the

effectiveness of agency and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the agency and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews agency policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and agency morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.