

DEPARTMENT: SHERIFF

DIVISION: ADMINISTRATION

POSITION: ADMINISTRATIVE ASSISTANT/PERSONNEL

SUPERVISOR: SHERIFF

JOB DESCRIPTION:

This is responsible advanced clerical, secretarial and receptionist work involving moderately complex work methods and problems. Work involves a variety of clerical and secretarial operations requiring specialized clerical knowledge. Work requires the exercise of initiative, independent judgment and discretion in screening calls; answering and disposing of requests for information; and performance of general public relations activities. Work involved also includes maintaining all Sheriff's Office personnel files. Employees of this class are expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is reviewed for achievement of desired results and adherence to established policies and procedures. Works indoors, in an office setting.

EXAMPLES OF TASKS PERFORMED:

1. Answers the telephone, screening calls and taking phone messages, may interview caller to determine nature of call or give general information as requested
2. Greets visitors and notifies administrative staff when visitors arrive; may provide general information as requested
3. Maintains all officer TCOLE certification records
4. Processes officer and employee county issued equipment records
5. Processes and maintains job applications and providing information concerning hiring procedures to inquiring applicants
6. Conducts employment verifications
7. Prepares and types correspondence: types a variety of material including administrative and public reports or documents for reproduction or distribution
8. Initiates and maintains all Sheriff's Office personnel files, Reserve Deputy personnel files, and related employee records
9. Maintains time records and personnel records of sick leave, annual leave, and holiday leave
10. Prepares monthly report of Reserve's time worked and distributes to appropriate staff
11. Serves as Notary Public
12. Understanding and assisting in the budgeting process

REQUIREMENTS:

1. High school graduate or equivalency
2. Training or experience in secretarial and clerical operations
3. Must possess a valid Texas driver's license
4. Must never have been convicted of a felony
5. Must not have been convicted of a Class A misdemeanor in the past 24 months
6. Successful completion of 90 days on the job training
7. Read and write the English language
8. Ability to sit for extended periods of time

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILL:

- Knowledge of secretarial/clerical practices and procedures
- Knowledge of business English, spelling, arithmetic, and vocabulary
- Knowledge of general county operations and organization or the ability to acquire such knowledge during a reasonable period of training
- Ability to work successfully with the public and co-workers
- Ability to operate a wide variety of office equipment, including computers and software programs
- Ability to deal courteously with and maintain working relations with the public
- Ability to maintain confidential or privileged information
- Ability to perform a number of different tasks during a work period