



Grand County

Job Description

Title:	Administrative Assistant/ Program Manager	Job Code:	2665-1
Division:	Administration	Effective Date:	1/2023
Department:	Jail	Last Revised:	12/2022

GENERAL PURPOSE

Performs a variety of **working level administrative support and technical** duties for the Sheriff's Office.

SUPERVISION RECEIVED

Jail Commander

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Essential Duties

- Performs complex data entry functions for a variety of Sheriff's Office activities.
- Performs advanced and maintaining filing and record-keeping functions, uses computer filing system.
- Types general correspondence; maintains internal record keeping documents; and performs a variety of complex and advanced clerical and administrative tasks.
- Receives public calls and directs call to proper division; schedules appointments; receives and directs public in the office; provides routine information to public and other entities and agencies.
- Updates social media i.e. Facebook and Grand County Sheriff's office website for emergency management updates and other.
- Manages and maintains accounts payable and receivable
- Manages and maintains inmate banking system for commissary, bail, etc.
- Keeping and maintaining Excel files. Emailing invoices to accounts payable.
- Has quarterly Budget meetings for Supervisors, advising them of the Budget and where they are according to the Budget
- Make Booking Files for New Inmates
- Manages booking filing system
- Inventories and orders supplies for the Jail and Emergency Management.
- Assists in seeking and writing grants for Jail and Emergency Management
- Maintains a good rapport with all offices of the County in a professional manner
- Be a Notary and take yearly tests
- Performs other duties as assigned by supervisors

Program Management: Main point of contact for the 24/7 Sobriety Program. Oversees daily management of participating clients to include addressing daily action plan emails, billing, updating Scram client profiles, and client correspondence as needed for program sanctions and violations. Program coordination requires correspondence with Jail Commander and booking staff, sentencing courts, Utah Department of Public Safety, and Scram Systems. Managing client appointments that can include ankle monitor installation, fit adjustment, data downloads and direct connect, monitor removal, and receipting of client payments. Tracking and issuing monthly payments to Utah Department of Public Safety and Grand County. Depending on client sentence and potential violations, some weekend and after-hours responsibilities may be required.

MINIMUM QUALIFICATIONS

1. Education & Experience

- High school diploma or equivalent.
- Corrections/ law enforcement experience preferred
- Two (2) years of specialized training in secretarial sciences, general business, education or some other related field **OR**
An equivalent combination of education and experience

2. Knowledge, Skills & Abilities

Knowledge of:

- Advanced office skills including Windows based PC applications, Proficient in Microsoft Word & Excel
- Grammar, spelling and punctuation, letter-writing, filing and word processing
- Excellent organization skills are a must, follow through and Customer service skills required
- Exemplary Communication and Interpersonal skills including Tact and Professionalism, plus solid business writing skills, grammar, punctuation and proofreading
- General bookkeeping/ accounting

Skills in:

- Reading, writing comprehension, and math.

Ability to:

- Type 40 words per minute.
- Learn new computer programs and use of communications systems.
- Perform a variety of advanced and administrative work requiring independent judgment and organizational skills.
- Learn and follow the Sheriff's Office and Grand County policies and procedures.
- Communicate verbally and in writing and follow verbal and written instructions.
- Assess unusual circumstances and adapt to variations in approach in completion of duties.
- Establish and maintain professional relationships with public and staff within the Sheriff's Office and other agencies.
- Use tact and self-control when communicating.
- Recognize and follow the Sheriff's Office chain of command

3. Special Qualifications:

Must have a current driver's license.

Must be able to pass a criminal background check.

Must become a Notary Public within one year.

Must be able to pass a pre-employment drug screening.

Must attend and complete GRAMA training.

4. Working Environment:

General office environment requiring variety of physical activities not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Modest flexibility of schedule is necessary, as weekend and evening hours are sometimes needed, limited travel to accommodate delivery of brochures.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)