



Grand County

Job Description

Title:	Administrative Assistant	Job Code:	2665
Division:	Administration	Effective Date:	9/2017
Department:	Sheriff	Last Revised:	

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the direct supervision of the County Sheriff and/or Chief Deputy.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Administrative Support: Performs clerical, customer service, public relations and clerical duties to include; answer, track, and respond to incoming phone calls, e-mails and other communiqués from callers and clients; greets clients or walk-in visitors, assists them with general information, and directs them to appropriate destination(s). Schedules and makes reservations; arranges conferences and meetings.

Collects job applications, schedules, and prepares for employment interviews. Sets up interview committee. Makes travel arrangements for staff. Coordinates new hires to attend Peace Officers Standards Training. Gathers data, prepares and submits monthly invoices to the courts for Bailiff and Magnetometer services. Searches female inmates and conducts U.A .

Prepares and submits reports to State and Federal Authorities. Reviews and ensures monthly crime reports are accurate before submitting; submits monthly UCR reports; emails citations to the appropriate court. Performs a variety of inquiries and entries into Criminal file system; provides local background checks for recruiters.

Records Management: Receives, sorts, secures and documents property delivered to the evidence room. Prepares documents for sheriff's sales, writs of execution of real property and notifies parties involved; documents items seized, sold, and priced, notes when item was bought; collects money and forwards to Clerk's Office for distribution of funds. Manages criminal evidence, including lost and found property. Determines appropriate and lawful disposition of property. Releases property to deputies, property owners, courts or other agencies. Releases property for sale at public auctions and maintains records of sales. Conducts periodic audits of property inventory and corresponds with officers and public regarding disposition of property.

Manages and seals expungement records and validates NCIC entries. Accounts for security and integrity of evidence room. Responsible for preserving the initial chain of evidence. Testifies in court. Documents confidential information, reports, statements, and other materials. Responds to all record requests that are received from individuals, attorneys, insurance companies; notary for the County; assists with Life Scan fingerprinting; registers sex offenders.

Establishes and/or maintains filing system and records; acts as the custodian of records; manages expunged records; responds to GRAMA record requests from the public and attorneys. Manages, maintains, and submits in-service training records to Peace Officer Standards Training. Notifies P.O.S.T. of new hires and/or change of status of Law Enforcement Deputies and Dispatchers. Sends criminal records to County Attorney's office for screening of cases for prosecution and records involving arrestees.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Two (2) years of specialized training in secretarial sciences, general business, education or some other related field;

AND

B. Two (2) years of related experience providing exposure to a variety of general office duties requiring the above type skills.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of general office procedures, equipment, and methods, and general bookkeeping and budget, English, spelling, grammar, and punctuation; various software applications utilized in work processing, desktop publishing, accounting; corrections and law enforcement procedures; independent judgment; GRAMA and law enforcement record management.

Skill in following policies and understanding the para-military chain of command.

Ability to operate standard office equipment such as desktop computers, copy machines, typewriters, calculators, paper folder; communicate effectively verbally and in writing ability to follow verbal and written instructions; ability to perform clerical and secretarial work involving departmental operations; ability to organize, develop, and maintain filing and other record keeping systems; ability to perform under stress of time deadlines, frequent changes in programs and demands; ability to establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

- Must have a current Utah 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)