



Clearwater County **CLASS SPECIFICATION**

SHERIFF'S ADMINISTRATIVE ASSISTANT

Class Summary/Primary Function

The principal function of an employee in this class is to perform clerical and administrative duties in support of the Sheriff's Office. Responsibilities include reviewing and processing bills and claims, maintaining the department's timesheet function, issuing and maintaining files for records requests, processing new hires, maintaining POST records and performing civil processing. The work is performed under supervision of the County Sheriff, but some leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and call center/dispatch environment.

Essential Duties and Responsibilities

- Provides administrative support for the Sheriff including billing, processing records requests, civil processing, preparing correspondence, establishing and maintaining computerized and hard copy files;
- Assists the Civil Department
- Prepares and maintains a variety of files, data, logs, registers, and other documentation;
- Assists Sheriff and Chief Deputy with budget preparation and monitoring, accounts payable and receivable; prepares appropriate reports as assigned;
- Performs bookkeeping duties
- Assists with monitoring, tracking and issuing law enforcement equipment, including uniforms, weapons, recorders, etc.;
- Assists with coordinating and tracking maintenance of equipment and vehicles;
- Processes paperwork for newly hired employees;
- Maintains strict confidentiality;
- Performs general secretarial duties such as answering phones, filing, taking messages, directing calls, answering questions, scheduling appointments, and opening, logging, and distributing incoming documents;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Provides assistance, information, and answers inquiries from the public, responding to comments and questions in a courteous and timely manner;
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Classification Requirements:

Knowledge of:

- Basic bookkeeping and billing principles and practices;
- Modern office procedures;
- Customer service principles, procedures, and objectives;
- Principles and procedures of financial record keeping and reporting;
- Operation of a personal computer and job-related software.
- Telephone call-handling techniques;
- County roads and surrounding areas, including geographical layout of cities within the County and other operating districts served by the Department
- English grammar and punctuation.

Ability to:

- Perform multiple functions in administrative, accounting and bookkeeping work, as well as dispatch and driver's license work;
- Perform a variety of clerical and administrative support duties;
- Provide relevant and accurate answers to questions from members of the public and County staff;
- Establish and maintain accurate records and files, both computerized and hardcopy;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate radio transmitting equipment in a fast and efficient manner, including under stress;
- Follow Department guidelines and procedures relating to response to emergency situations;
- Exercise good judgment in the handling and prioritizing of calls within the Department;
- Establish and maintain effective working relationships with supervisors, other County employees and the general public; respond to requests in a courteous and effective manner;
- Communicate clearly and concisely, orally and in writing;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Perform computer keyboard tasks with speed, efficiency and accuracy;
- Prepare and present accurate and grammatically correct oral and written reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under stress and the pressure of time-sensitive deadlines;
- Prioritize activities according to emergency needs;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

Minimum Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Three or more years experience in performing administrative and bookkeeping/accounting work; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone.
- Hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors,) and to hear in the presence of noise;
- View and review a wide variety of written and electronic materials, distinguish letters and numbers and to see in detail, objects or printed material at greater than arms length; to operate computer and related office equipment;
- Handle a variety of records and files; to type with speed and accuracy and to operate standard office equipment and a personal computer;
- Perform essential job functions in an office environment and that may require lifting/moving 25 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.