

LEE COUNTY SHERIFFS OFFICE
Job Description

Job Title: Administrative Assistant

Department: Sheriff's Office

Reports to: Sheriff

SUMMARY:

This position requires knowledge of Law Enforcement and clerical procedures. The individual has daily contact with the public. Work involves performing various duties related to the office, that may include personnel files, preparing routine correspondence, compiling information for reports, maintaining files of a variety of records, documents and correspondence. Employee must exercise independent judgement and initiative in completing assignments and keeping things running smoothly and with utmost discretion.

SUPERVISION RECEIVED

Works under the general supervision of the Sheriff, Chief Deputy and Jail Administrator.

SUPERVISION EXCERCISED

None generally

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Collect and proof payroll timesheets for Sheriff's signature.
2. Type letters/memos for administration.
3. Requisitions supplies as needed for the office.
4. Collect invoices for Sheriff's signature.
5. Write grant proposals for money available for Law Enforcement.
6. Assist in keeping an updated inventory of equipment (vehicles, shotguns, flashlights, hand held radios, etc.) as well as county inventory to each deputy.
7. Respond to phone inquiries in a professional manner obtaining enough correct information from caller to properly direct the call or handle if possible. Take complete and correct phone messages for Sheriff, Chief Deputy or Jail Administrator and see that they receive it in a timely manner.

8. Greet visitors in a pleasant and professional manner that have come to visit someone such as the Sheriff, Chief Deputy or Jail Administrator. This sometimes requires handling irate individuals that have a complaint.
9. Assist handling paperwork in hiring new employees, including preparing letters for back ground investigations, setting up psychological, drug screens, and physicals a required for the position being filled. Also, seeing that new hires are fingerprinted and set up for photo ID's.
10. Assist in filling out necessary required forms on deputies, corrections officers, and communication operators that are to be mailed to Texas Commission on Law Enforcement Offices Standards and Education.
11. Makes arrangements and directs new officers to the County Clerk's Office to be sworn in, which is required by State Law.
12. Makes arrangements and directs new hires to the County Treasurer's Office for orientation.
13. Assist in processing paperwork on an employee that is resigning or being dismissed and forwarding paperwork to proper offices. Assist in the turning in of issued S.O. property.
14. Makes revisions and additions to the Sheriff's Office Policy Manual accessible to all employees as implemented by the Sheriff of Chief Deputy.
15. Assist in the registration of Sex Offenders in Lee County.
16. Perform Notary duties as needed.
17. Maintains, schedules, and updates executive calendar with regards to meetings, conferences, appointments and seminars.
18. Operate various office equipment, including computer terminals, printers, copy machine, telephone systems, and fax machines.
19. Perform other related work as required.
20. The ability to attend the Administrative Assistant School sponsored by the Sheriff's Association of Texas.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Applicant must be 21 years of age or older, a high school diploma or equivalent is required, and secretarial training is desirable. The individual should possess computer skills as well as a basic knowledge of clerical and law enforcement procedures and practices.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read, write and comprehend the English language. Ability to effectively present information in one on one and small group situations to other employees of the office.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide and calculate percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

PHYSICAL DEMANDS

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, fingers, handle or feel, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk; the employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision with correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places and fumes of airborne particles. The noise level in the work environment is usually moderate.

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, including a criminal history and driver's license check. Job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "AT WILL" employment, and under no circumstances is this contract for employment.