

Administrative Assistant - Jail

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work, coordinating the work of Jail Secretaries in the Jail Administration Office; coordinates the daily operations of the Jail Administration Office, preparing drafts and documents; providing assistance to the public, and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator or Assistant Jail Administrator. Limited oversight is exercised over Department Support Staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists in the financial operations of the jail; processes board billing, transport and other billing, invoices, cash receipts, inmate fund, bank accounts, bail, etc.
- Maintains data integrity for criminal records, inmate records, and public records; acts as system administrator for State data sites (Criminal History Records Maintenance System, Statewide Supervision System, Predatory Offender Registration, Minnesota Repository of Arrest Photos, and Livescan)
- Reviews bookings for data accuracy, researches data and corrects errors prior to posting public roster.
- Manages and troubleshoots all aspects of the Jail Management System (JMS).
- Designs, generates, utilizes, disseminates reports, spreadsheets and forms for a variety of purposes.
- Processes incoming and outgoing mail, documents, and packages.
- Creates and maintains scanned record systems.
- Orders and maintains supplies.
- Manages Sentence-to-Service/inmate worker tracking; posts crew leader schedules, tracks inmate work credits, posts inmate credits and schedules releases.
- Coordinates the daily work detail of the Jail Secretaries.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of records management practices and techniques; thorough knowledge of the rules governing the maintenance of criminal records; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with County officials, associates and the public.

Education and Experience

Associates/Technical degree with coursework in Accounting/Finance, Business, or related field and considerable experience with progressively responsible secretarial, legal, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals, work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CJIS Certification within 6 months
Notary Public Commission within 6 months
DVS Access via MyBCA
Driver and Vehicle Services Security Training
Data and Records E-learning Module for Law Enforcement
Minnesota Data Practices Act Training
Supplemental Reporting System (BCA) Training
Predatory Offender Law (MN and Federal) Training
Department of Corrections Training
Sworn Confidential Secretary
Valid driver's license in the State of Minnesota.