

Administrative Assistant - Sheriff

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work assisting the Sheriff in the day to day operations of the Criminal and Civil Divisions of the Sheriff's Office, and related work as apparent or assigned. Work is performed under the limited supervision of the County Sheriff. Limited oversight is exercised over secretarial staff as needed.

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

- Direct, assign and coordinate the work of the Sheriff's Civil Division; schedule and assign work to secretaries, civil process servers and deputies (civil process matters); review and enter civil papers received from attorneys, members of the public and government agencies; respond to inquiries from attorneys, members of the public and government agencies related to civil process policies and procedures; develop and implement Civil Division procedures in compliance with MN Statutes and Rules of Civil Procedure.
- Monitor and code timesheets for Sheriff, Dispatch and Jail employees; maintain payroll records for audit purposes;
- train new employees on payroll practices; review records and contract language to verify and calculate payroll; monitor
- personnel status changes, vacation, paid time off, salary and benefit adjustments.
- Assist in the Division's annual budget process; prepare and submit weekly vouchers for vendor payments; monitor expenditures and revenues for budget compliance.
- Assist in the hiring process of new employees; makes recommendations on hiring, discipline on personnel related matters of secretaries.
- Process permits and licenses and forward to license holders; prepare reports for BCA and manage data entry on BCA permit site.
- Serve as Data Practices Designee; respond to requests for government data; expunge data per government regulations and schedules; serve as agency administrator for Division software and web-based programs; serve as certified CJIS terminal operator; perform criminal history checks for various licenses and permits.
- Prepare and submit insurance forms for vehicle loss and coordinate damage estimates.
- Prepare deposits and receipts for various fees and donations; manage grants and assist with grant audits.
- Cross train with all areas within the Sheriff's office; serve as non-emergency switchboard for Sheriff's office and Jail during regular business hours.

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 Data Practices rules and regulations; thorough knowledge of Rules of Civil Procedure; thorough knowledge of applicable law enforcement software and websites; general knowledge of budget preparation and monitoring; ability to schedule and direct the work of those assigned; 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.

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Education and Experience

Associates/Technical degree with coursework in secretarial or paralegal training, or related field and considerable experience in a secretarial or legal setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; 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, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public Commission within 6 months
CJIS Certification within 6 months
Driver and Vehicle Services Security Training
DVS Access via MyBCA
Data and Records Elearning Module for Law Enforcement
MN Data Practices Act Training
MN and Federal Gun Permit Law Training
Gun Permit Background Check (GPBC) Certification
Minnesota Government Access (Court) Training
Supplemental Reporting System (BCA) Training
Predatory Offender Law (MN and Federal) Training
Beacon Online Search Training
Valid driver's license.