

**WASHINGTON COUNTY**  
**Job Description**

**JOB TITLE: Executive Assistant - Sheriff Administration**

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**Exempt (Y/N):** Yes

**DEPARTMENT:** Sheriff's Office

**DATE REVISED:** October, 2012

**SUPERVISOR:** Lieutenant

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**SUMMARY:**

The Executive Assistant - Sheriff Administration performs executive level administrative duties for the Chief Deputy and Division Commanders, working closely with the staff, other personnel, county, state and federal agencies, as well as vendors and the general public. The incumbent of this position is responsible to the Sheriff and State Auditors for the Sheriff's Office budget record keeping. Ensures that all purchasing requirements are met and that all budgetary items are properly recorded. Work with vendors selling products such as food, automobiles, equipment, office supplies, etc. for the Sheriff's Office and Detention Center. Assist the administration with all civil papers and all other legal papers to be served by the Sheriff's Office. Directly responsible for the supervision of the Civil Process Bookkeeper, the Warrants Department, the Records Department, the Accounts Payable/Purchasing clerk and indirect supervision of two Secretary/Receptionists and the Assistant Civil Process Bookkeeper.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervisor of front office personnel including: Civil Process Bookkeepers, Warrants Department clerks, Records Department clerks, Secretary/Receptionists and the Accounts Payable/Purchasing clerk.
2. Perform executive level administrative duties for the Sheriff, Chief Deputy, Division Commanders and others in the department designated by the Sheriff. Includes creating special reports on budget, grants, and expenditures or other needed information., taking messages, creating files, answering and distributing correspondence to other personnel and other agencies. Must maintain confidentiality for sensitive information as directed by the Sheriff, Chief Deputy or by County policies.
3. Responsible for informing division heads of appointments and activities within the Sheriff's Office.
4. Responsible to the Sheriff and State Auditors for maintaining the Sheriff's Office Nineteen-Million Dollar budget. Serve as the liaison between the Sheriff, the Comptroller, and State Auditors for all expenses incurred within the Sheriff's Office and Detention Center. Authorized to make on-line budget adjustments as necessary to keep line items within budget.
5. Coordinate payment of medical bills incurred by jail detainees in our custody. Includes considerable research and investigation to determine ultimate responsibility for bills. Involves conferences with in-house nursing staff, research of booking data and conferencing with multiple

medical providers to retrieve explanatory information. Medical providers include: Washington Regional Medical Center, emergency room physicians, radiology firms, specialist physicians, dentists, ophthalmologists, etc. Includes billing other agencies such as U.S. Marshal's service and other County jails when necessary.

6. Responsible for purchasing arrangements of all equipment, office supplies, furniture, uniforms, , cleaning supplies, etc. for all of our departments: Sheriff's Office Administration and Enforcement, Communications, Detention Center, CID, Records, Property and Evidence, Boat Safety, Work-Release, Search and Rescue and Part-time personnel.
7. Coordinate necessary documents for purchase of new and used vehicles for the Sheriff's Office and Detention Center. Coordinate with sellers, Assessor's Office, County Purchasing, County Judge and Circuit Clerk in order to receive approval of purchase. Submit invoices for vehicles' payment. Cancel insurance on trade-ins and begin coverage for newer vehicles. Collect proper documents from all parties so vehicle can be registered with Revenue Department.
8. Responsible for coordination of funds and over-site for several thousand dollars worth of supplies weekly for approximately 500-700 inmates and Jail operations such as; cleaning supplies, toiletries, uniforms, personal items required for inmates and a large quantity of medical supplies and services. This also requires trips to numerous local retail and wholesale outlets in order to purchase various supplies and over-the-counter medicine at a lower cost.
9. Maintain and log all purchase orders for over 300 personnel using the purchase order system, ensuring they contain appropriate information and proper documentation. Submit requisitions for capital outlay purchases and contracts. Make sure all invoices/tickets are originals, signed by purchaser, coded, and copies made of all invoices for our vendor files. Maintain all original invoices and forward to Comptroller for payments to be made in a timely manner. Stay in daily communication with Comptroller's Office regarding various business dealings with budget expenditures.
10. Liaison between vendors and Sheriff's Office, solve problems with orders, invoices and payments, ensuring that all transactions are completed and paid in a timely manner. Makes repeated contact with vendors in order to get vendor's invoices mailed , faxed or turned in correctly.
11. Responsible for entering Purchasing Card (P-Card) invoices and receipts into County Sungard System requiring over 22 distinct steps for each complete entry. This action done on daily basis for incumbent's card use and twelve other personnel in the Enforcement department
12. Prepare and reconcile all Purchasing Card (P-Card) statements for over forty departmental card holders. Distribute monthly statements to card holders and collect returned statements. Check returned statements for accuracy and ensure correct entry was made in Sungard system. Examine required date log for accuracy. Work individually with card-holders when necessary to ensure proper documentation is received. Submit finished statements to Comptroller by due-date to avoid late charges. Create department files of all work submitted. This activity is performed on a monthly basis and includes up to \$ 20,000 in monthly P-card charges.

13. Receive and examine \$ 40,000 monthly invoices from fuel vendor for entire Sheriff's Office and Detention Center. Research activity by examining approximately 750 fuel transactions and coding them for proper line items within the appropriate budget. Recognize and report any unusual charges or occurrences to Majors. Submit apportioned bill to Comptroller's office for payment.
14. With the Sheriff's approval, responsible for updating multiple yearly contracts equaling to hundreds and thousands of dollars for the Sheriff's Office, Communications, the Jail and CID, ensuring they are correct and submitted in a timely manner. Make sure all paperwork is completed, signed and delivered to Purchasing. Keep copies of all contracts on file for our records.
15. Compile and type statistical reports, maintain time and mileage records for the U.S. Forestry Service at Lake Wedington and U.S. Corps of Engineers at Beaver Lake for Lake-patrol performed by our Part-time officers. Mail reports and invoices to designated places. This amount averages Four to Five Thousand Dollars from each per year. Their payments are sent to this department and forwarded to the Treasurer's Office. The contract for the security work is on a yearly basis.
16. Assist with billing invoices for the Selective Traffic Enforcement Program (STEP), receive proper signatures and submit invoices for this grant to the Arkansas State Police . This activity is done on a monthly basis.
17. Maintain a \$250 petty cash fund and submit all vouchers and receipts for expenditures of petty cash.. Maintain travel records of expenses incurred for trips made to and from schools, seminars, classes, various state correctional facilities, hospitals, etc. Reimburse funds to employees who have used personal funds for business expenses. Submit reimbursement vouchers, with invoices attached, to Comptroller for any employee that has paid for departmental items or any required uniform purchases with personal funds. Keep detailed records of all expenditures ready for examination by auditors.
18. Maintain a \$1000 petty cash travel fund kept in the Accounts Payable office safe. Submit reimbursement vouchers, with invoices attached, to Comptroller and Treasurer as needed . Keep detailed records of all expenditures ready for examination by auditors.
19. Activate and oversee all Sheriff's Office credit cards for personnel, transport units and aircraft. These are used for: fuel, meals, travel expenses, miscellaneous needs, etc. These include Wal-Mart, Sam's Club, Finish Line, Lowes and Office Depot. Keep record of issued cards and keep the County Purchasing office updated with accurate information of additions, changes and deletions of accounts.

20. Maintain insurance files for all Sheriff's Office vehicles, part-time employees for outside events, and medical insurance on approximately 150 detainees in the Work-Release program, and file reports when necessary.
21. File accident reports of Sheriff's Office vehicles, conduct and coordinate follow-up with other party insurers, Purchasing Department and the County's insurance carrier. Ensure vehicle estimates are received and submitted and Purchase Orders are requested for deductibles. Coordinate with insurance companies, body shops, and responsible driver to have repairs completed. Submit checks to vendors for payment when work is completed.
22. Assist the Sheriff and Chief Deputy and Majors with the annual preparation of the budget reports and employee evaluations.
23. Work with staff on special projects, re: child information cards for schools, pre-schools, daycares, and Washington County Fair booth. This duty performed irregularly.
24. Available to assist with contacting persons regarding civil papers; assist the Sheriff and designated Deputies with paperwork related to multi-million dollar executions or judgments issued by the Courts limiting the liability to the County.
25. Assist in correspondence and other records from courts, attorneys and state agencies regarding all civil papers. Provide assistance for all persons requesting information relative to all civil papers, judgments, executions, etc.
26. Receive reports from employees of any inoperable or broken equipment such as computers, faxes, copiers, phone system, air-conditioners, lights or any other maintenance problems. Report directly to Maintenance for repairs.
27. Submit per-diem travel reimbursement vouchers to Comptroller's Office and distribute checks when received. This duty performed daily.
28. Assist other office employees in Civil Process and Warrants with entering summons, subpoenas, judgments, etc., help with front desk phone and window and citizens needing assistance. This duty performed daily.
29. Coordinator for vendors of in-house vending machines. Reimbursing money lost in machines by individuals.
30. Submit reimbursement requests to the Treasurer's office for employees attending department sponsored English composition courses.

**SUPERVISORY RESPONSIBILITIES:**

Supervises the Civil Process Bookkeeper and indirectly the Assistant Civil Process Bookkeeper, the Warrants Department (one direct and one indirect person), the Records Department (one direct and one indirect person), the Accounts Payable/Purchasing clerk and indirect supervision of two other Secretary/Receptionists

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty 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.

**EDUCATION and/or EXPERIENCE:**

Business Accounting Degree (B.A.) or equivalent from four-year college or five years related experience and/or training; or equivalent combination of education and experience.

**OTHER SKILLS and ABILITIES:**

The incumbent must understand and be able to properly articulate to the courts, and named parties in suits, executions, writ of possessions, orders of protection, mental commitments, summons, complaints, orders of delivery, subpoenas, petitions, etc. Machine skills include computer, typewriter, calculator, FAX machine, copy machine, camera and laminator.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to use hands to finger, handle, or feel objects, tools or controls, and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand, climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described herein 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.

The noise level in the work environment is usually moderate.

The person in this position is sometimes required to work on weekends, holidays, nights, etc. to ensure proper procedures are followed as required by law.