

WASHINGTON COUNTY
Job Description

JOB TITLE: Executive Assistant - Sheriff

Exempt (Y/N): Yes

DEPARTMENT: Sheriff's Office

DATE PREPARED: October, 2012

SUPERVISOR: Sheriff

SUMMARY:

The Executive Assistant B Sheriff provides high-level executive administrative and secretarial support for the Sheriff, Chief Deputy and Division Commanders. This position works closely with the Sheriff, all divisions and departments within the Sheriff's Office, plus coordinates with other county personnel, in addition with state, federal, municipal agencies, as well as vendors and the general public. This position has considerable contact with the Circuit Courts as well as District Courts, attorneys, the public, other county offices and officials. The Executive Assistant has a shared responsibility for the department's efficient operations and is indirectly responsible for the supervision of the reception/secretarial positions and indirectly for the Executive Assistant B Administration. Ensures that all office functions are performed efficiently and in a professional, accurate, confidential and timely manner. Ensures that each situation is handled according to County policies, federal and state regulations. The Executive Assistant – Sheriff requires a high level of professionalism and integrity.

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

1. Perform advanced executive level secretarial support for the Sheriff, Chief Deputy, Division Commanders and others designated by the Sheriff; to include drafting letters, efficiently answering and disseminating of incoming telephone calls, receive visitors directing them to appropriate staff, answering and distributing of time sensitive correspondence.
2. Conduct research, assemble and analyze data to prepare reports and documents, supports in various areas providing a platform to the Sheriff's Office and deals with various issues.
3. Be available when needed to answer questions after closing of office hours.
4. Must maintain confidentiality for sensitive information as directed by the Sheriff, Chief Deputy or by County Policies.
5. Manage and maintains the Sheriff's Calendar, schedule appointments, make reservations, travel arrangements, as well as informing division heads of appointments and activities within the Sheriff's Office.
6. Prepares agendas and minutes from the Staff Meeting. Arrange and coordinate meetings and events.

7. Conserves Sheriff's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
8. Conduct all liaison activities in a professional manner to ensure a positive image of the Sheriff's Office and maximum cooperation between and among the County, the public, and other agencies. Use of discretion when deciding how and when to share information.
9. Assist when necessary the Personnel/Training Assistant to process new employees, complete all required paperwork, schedule orientations, medical exams, psychological evaluations, enter and update employee information into in-house data base.
10. Assist when necessary the Personnel/Training Assistant as a liaison to the Arkansas Commission on Law Enforcement Standards and Training and, complete necessary forms as needed to commission law enforcement officers with the Arkansas Commission on Law Enforcement Standards.
11. Supervise the time keeping of time sheets records, maintaining the accuracy of hours, payroll codes and leave of absence records, Train supervisors on proper procedures and County Policy for time keeping. Complete payroll worksheets for submittal to the Comptroller's Office. Maintain and file records of time sheets, compensation, vacation, overtime and leave of absence. Maintaining the Time Clock software, giving access and training to new supervisors in the use of the software.
12. Must have in-depth knowledge of the billing process and revenue sources for the Sheriff's Office, i.e. Department of Correction, Federal Bureau of Prisons, U.S. Marshall's Office, Fourth Judicial Drug Task Force, Drug Enforcement Agency, etc. Submit invoices for reimbursement of salary and overtime for Sheriff's Office personnel assigned to the Federal and State Task Forces. In addition to being the collection and distribution point for approximately 1.5 million dollars collected annually by the Sheriff's Office from the above listed sources.
13. Responsible for coordination and maintaining records from the federal and state drug enforcement agencies. Receive applications for forfeiture requests and payments. Maintain records of payments from these agencies and coordinate reporting requirements with the Comptroller's office. Send checks to the Treasurers Office for deposit.
14. Responsible to the Sheriff and the State Auditor for the Sheriff's Drug Fund Account of \$5000.00, in addition, accountable for \$1000.00 cash covert money. Maintain accurate records, which are audited yearly by State Auditor.
15. Responsible for communication with the Arkansas Department of Correction pertaining to various correspondences, telephone contacts, personal visits concerning the Parole Board.

16. Assist the Sheriff in preparation of operational manuals and guidelines for the Department.
17. Assist the Sheriff and Staff in preparation and defense of lawsuits filed, which have a liability potential of several hundred thousand dollars, against the Sheriff and County. Coordinate with all involved parties concerning schedule of court dates and locations. Correspond with attorneys to answer questions and schedule locations for meetings.
18. Read incoming mail and determine which requires the attention of the Sheriff or other senior department personnel. Handle mail requiring personal calls or correspondence. Interaction with elected officials, key community leaders and other influential persons that have business with the Sheriff.
19. Indirectly supervises and supports, resolve problems, of Reception/Secretaries, and instruct personnel on acceptable office procedures. Ensure that all County policies and procedures are adhered to at the Sheriff's Office.
20. Supervise special projects as assigned by the Sheriff or Chief Deputy possessing the ability to work independently as well as in a team. . Some projects require coordination with other County Offices, and other law enforcement agencies.

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:

Bachelor's Degree or equivalent from four-year college or technical school and five years related experience and/or training: or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES:

Indirectly supervises the administrative office area personnel inclusive of the receptionist positions. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include: resolving problems, addressing complaints, and make office decisions in the occurrence that staff is not available.

OTHER SKILLS and ABILITIES:

The incumbent must possess highly developed organization skills and the ability to work under pressure, at times without supervision. They must have the ability to make decisions with a constant awareness that actions are subject to scrutiny by the public and others. Shall possess excellent communication and human relation skills, the ability to multitask and prioritize. Must have in-depth knowledge of all daily operations within the Sheriff's Office, as well as that of purchasing, accounts payable, and the preparation of a multi-million dollar budget. Knowledge of Jail Standards, policy and adhering to federal and state regulations pertaining to the housing, custody and control of inmates in the detention center. Knowledge of county policy, federal and state

regulations pertaining to personnel. Machine skills include: typewriter, calculator, facsimile machine, photocopier, camera, and multi-line telephone system. Must have in-depth knowledge of Microsoft Word, Excel and general computer skills.

PHYSICAL DEMANDS:

The physical demands described herein 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. Be able to talk and 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 10 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.