

Sevier County

Job Description



Title:	Administrative Assistant II	Job Code:	1061
Division:	Administration	Effective Date:	01/12
Department:	County Sheriff	Last Revised:	
FLSA Status:	Non-Exempt	Grade:	11

GENERAL PURPOSE

Performs a variety of **full performance, administrative support and complex clerical duties** as needed to expedite the day-to-day functions of the Sheriff's Office, including, reception functions, accounts receivable, inmate accounting, patrol records, accounts payable, mail service, youth court, BCI Terminal access, records management, incident reports, uniform crime reporting, NCIC validations, various reporting functions and general customer services.

SUPERVISION RECEIVED

Works under the close to immediate supervision of a Sergeant and the general guidance and direction of the County Sheriff or Chief Deputy Sheriff.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Administrative Support: Performs clerical duties such as searching files, filing, sorting and distributing facility mail, answering telephones, relaying messages, receiving, storing and distributing supplies, inventory, operates a computer, printer, typewriter, copy machine, paper shredder, telephone, fax machine, 10-Key, scanner, etc.; fills in data on standard office forms, makes postings to various records, collates and assembles materials according to established methods and procedures; composes and types correspondence as directed; documents vehicle usage, gas consumption and use of departmental credit cards; tracks employee leave accrual and usage; performs receptionist duties and provides information of a general nature or refers others to appropriate staff member; forwards paperwork of prospective visitors, defendants and respondents for BCI/NCIC/Statewide clearance.

Arranges Sheriff and Chief Deputy travel; maintains executive calendar; monitors staff training schedules; sets up and coordinates meetings and conferences; supports deputies and detectives in the preparation and processing of various documents and reports; transcribes juvenile referrals, trial preps, and supplemental investigation reports; assists with booking or logging of evidence or property; runs criminal records; performs search warrant and evidence logging; runs vehicle license checks; generates information essential to the preparation of crime analysis reports and prepares reports as required; assists Victim Services Coordinator with indigent placements.

Maintains CACE software, proofs records for CALEA reports and accreditation; submits reports to the State Records Department, FBI, INS, Utah Bureau of Investigation, and any other department or office as directed; logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, orders of sales, etc. for processing; maintains contact with attorneys, courts, and judges; coordinates and works with police departments, sheriff's offices, jails, dispatch, and various courts regarding information as needed.

Creates and organizes case files; opens files, communicates with courts and attorneys regarding trial and hearing dates, advises deputy of pending trial dates; organizes files, files documents and prepares correspondence; files, retrieves, and modifies data as needed.

Spillman Reports: Performs Spillman data entry; posts citations, warnings, property, UCR reports, non-custody arrests, etc.; records documents, and computes fees; establishes and maintains files, reports, records, logs, documents; receives and processes civil and/or criminal documents, reviews for accuracy, verifies court dates, assigns to deputies for service; monitors disposition of document, manages change in documents and orders; processes expungements; logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments; prepares demographic reports documenting inmate counts; Compiles criminal or statistical reports. Print different reports for Sheriff, Chief Deputy, Lieutenants, Sergeants, Deputies and County Attorney for their use. Find and use best Spillman report that fits their needs.

Works with other staff members in resolving practical problems; controls the maintenance and retrieval of files; runs errands and paperwork to court and County Administration offices, makes deposits, picks up items needing to be purchased, and accomplishes any other errands as needed; orders supplies and equipment as directed, stocks supply room and supply cabinets. Coordinates office equipment service calls.

Receives training in fingerprinting, takes prints of public for Concealed Weapons Permits, Utah Bureau of Criminal Identification, employment, etc.; receives training in Spillman or other law-enforcement computer programs as needed; must be able to enter and retrieve appropriate information.

Finance: Performs general accounting and bookkeeping procedures and practices; compiles edits and sends monthly, quarterly and yearly billings to the Department of Corrections, auditor, etc., as directed; processes Accounts Receivable/Payable, may issue Purchase Orders; reconciles monthly bank statements; monitors compliance with established budget; coordinates with vendors for problem resolution.

Receives and processes incoming invoices, verifies for accuracy and forwards to county auditor for payment; receipts all monies associated with the Sheriff's office, including, but not limited to, accounting of prisoner's money, fees received from civil paper service, fines, bails, and bonds, etc.; balances cash drawers, prepares bank deposits; composes notices of Sheriff sales and publishes the same according to established legal guidelines; processes per-diem and reimbursement requests.

Time Sheets: Create and produce time sheets for all employees; Collect time sheets, create and mark line-item sheets for paid overtime and then deliver to Human Resource department for payment of wages.

NCIC Validations: Oversees and performs NCIC (National Crime Information Center) entries for Sevier County; validates entries in a timely manner; downloads, prints and gives report to officer in charge to validate each entry; sends report to Dispatch to enter validation into NCIC.

Youth Court: Organize, coordinate and oversee youth court functions; instruct and mentor a youth group (ages 14-18) who sit as a panel of judges and judge their peers on minor offenses; interacts and deals with youth offenders and their parents; schedules hearings; coordinates with schools and other law enforcement agencies on referrals to youth court; provides instruction on how a judicial system is run, how to give appropriate sentences, act professionally and how to be mentors to their peers.

TAC (Terminal Agency Coordinator): Serves as county liaison between BCI and the criminal justice agency; oversees the agency's use of the UCJIS files; ensures security, operating personnel and training for access to UCJIS (Utah Criminal Justice Information System); monitors user discipline and serves as a BCI point of contact for record validations, quality control, dissemination of manuals, publications and training materials, security, user training, audits and any other matters concerning system use that may arise; assumes BCI and UCJIS responsibility for operational, technical and investigative assistance to UCJIS users; provides training for the TAC and key personnel.

Public Records Management: Maintains all Sheriff Office records by following retention schedules; ensures proper retention and archiving of all permanent records; documents and destroys those that do not have to be retained.

Incident Reports: Operates personal computer to perform data entry, inputting information, maintaining correctness of incident screen and proof read incident reports; accesses and updates Spillman Law Incident Table; sends information and copies to the appropriate courts and agencies.

Uniform Crime Reporting (UCR) : Sends UCR reports to BCI (Bureau of Criminal Investigations) in a timely manner; makes sure report is correct by evaluating data on the report and by previously entering appropriate offense codes and information onto Spillman law incident table; confer with BCI office staff when necessary.

Fish Lake Contract: Generates reports of crimes and activities occurring on the Fish Lake National Forrest within Sevier County. Evaluating each incident report for type of crime and area crime took place; compiles data; sending report in a timely manner so that payment can be received.

PSI/District Court Report Requests: Generates reports for the Office of Probation and Pretrial Services. Review request and Sevier County Sheriff's Office records; compile reports with copies of all narrative reports on all arrests, criminal citations, and domestic violence/protective order incidents and arrest history.

Officer's Schedule: Create, distributes and maintains 4-week work schedule for officer employees. Create form, collect officer's schedules. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school and course work in general office practices and secretarial duties; plus one (1) year of specialized training in general office administration, bookkeeping, or operations directly related;
 - AND
 - B. Four (4) years of experience performing above or related duties;
 - Or
 - C. An equivalent combination of education and experience.
2. Required knowledge, skills, and abilities:

Considerable Knowledge of modern office practices and procedures, grammar, spelling, and punctuation, various numeric and alpha record systems; MS Office, Excel, Word, WordPerfect, etc.; general office management practices and procedures of the Sheriff's Office; the civil functions of the Sheriff's Office and its interrelationship with other county departments; interpersonal communication skills; computer terminal operation and programs unique to civil document processing requirements. **Working knowledge** of law enforcement software; of administrative procedures; of legal processes associated with the maintenance of public records and documents; GRAMA; interpersonal communication skills, bookkeeping and basic accounting.

Skill in typing (40 wpm) and computer entry.

Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively, verbally and in writing; establish and maintain effective working relationship with other employees, supervisors, elected officials, other departments and the general public; establish and maintain comprehensive records and files.
3. Special Qualifications:

May be required to be or become a notary public.
4. Work Environment:

Incumbent of the position performs in a typical setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Occasional lifting generally not to exceed 25 pounds. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)