

Position Title: Sr. Administrative Assistant

FLSA Status: Non-exempt

Reports to: Confidential Administrative Assistant

Department: Sheriff's Office



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position performs a variety of clerical and receptionist duties connected with the operation of the Vernon County Sheriff's Office. The employee often works alone and makes independent decisions in matters of office records.

II. Essential Duties and Responsibilities

- Receives, screens, and otherwise meets the needs of the walk-in public during the established business hours of the office. The presence of this employee during business hours at the front desk and window is a primary and essential function of this job. Persons arriving to see the Sheriff, Chief Deputy, or other staff member shall be received in a courteous, friendly, and helpful manner at all times.
- Assists the Confidential Administrative Assistant with generating, maintaining, developing and controlling the filing systems and records of the Vernon County Sheriff's Office as directed by the Sheriff and Chief Deputy Sheriff.
- Assists the public and competently performs the Motor Vehicle computerized system for renewal and other associated functions of the Department of Transportation at the reception window in the office.
- Assists the Administrative Assistant with researching, developing, and recommending office policy as directed by the Sheriff and Chief Deputy.
- Assists the Administrative Assistant with investigating, researching, providing comparisons and conclusions relative to the negotiation of union demands, grievances, wages, and benefits.
- Works on special projects as assigned by the Sheriff and Chief Deputy.
- Maintains the utmost degree of confidentiality in all matters promulgated or ordered by the Sheriff and/or Chief Deputy, including, but not limited to department investigations, department staff, jail inmates, law suits, and any other materials or issues deemed sensitive.

- Operates computers in office environment; must be knowledgeable and literate in Microsoft computer programs.
- Responds to inquiries as directed by the Sheriff or Chief Deputy.
- Assists with special research and projects as directed by the Sheriff and/or Chief Deputy.
- Assists with transcribing (typing) deputy reports and interviews.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazards.
- In emergencies, may be assigned to assist Dispatch; multi-line telephone and other office equipment as necessary.
- Establishes and maintains effective working relationship with co-workers and others
- Attends staff meetings and training sessions as required by the Sheriff or Chief Deputy.
- May perform cleaning duties in office and support areas.
- Performs related work as required or directed to by the Sheriff and/or Chief Deputy.

IV. Physical Demands

Approximately 90% - of the time is spent sitting; hearing, using near and far vision; 50%- walking, standing, climbing, bending, talking, hearing, fingering, handling; 10% - lifting, carrying up to 40 pounds, climbing stairs.

V. Education and Training Requirements

High school graduation or GED required; college, specialized training, and/or experience in office management desired, but not required; Ability to type 35 words per minute desirable. Must pass background and security check as determined by the Sheriff; preference may be given to applicant experienced in business office management or paralegal work; any suitable combination of experience and training may be substituted by the governing authority. Requires good driving record and valid driver's license.

Note: Successful candidates may be required to satisfactorily pass specialized training.

Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.