

TITLE: Administrative Specialist

SO/14

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position performs administrative and supervisory activities in support of the Criminal Investigations Division.

MAJOR DUTIES:

- o Collects, compiles, and organizes data for the Director of Criminal Investigations, other division directors, and the Sheriff; researches and copies data pertaining to case files for confidential and legal proceedings, payroll, audits, open records requests, correspondence, and inner office memoranda.
- o Supervises clerical personnel; assists the Director with special or routine tasks; makes recommendations to the Director concerning administrative and other matters related to CID; assists and completes tasks as requested by the Sheriff, other division directors, and ranking officers.
- o Prepares and maintains Director's schedule.
- o Supervises the scheduling of personnel; approves leaves requests for clerical personnel.
- o Assists in preparing the division budget.
- o Compiles/organizes/updates complete inventory of department property; orders office supplies; prepares business cards.
- o Delivers documents to the County Attorney.
- o Organizes/submits payroll and reimbursements; verifies time sheets; calculates overtime and compensatory time; prepares reimbursement requests; prepares financial reports; assists with audits.
- o Schedules and organizes special events; makes preparations for Sheriff's auction.
- o Transcribes investigative interviews, undercover operations reports, witness statements, telephone communications, and other investigative transactions for use in criminal prosecution and other courtroom proceedings.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of administrative and supervisory principles and practices.

- o Knowledge of departmental rules and regulations.
- o Knowledge of the Open Records Act.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of budgeting, financing, and accounting procedures.
- o Skill in preparing and monitoring operating budgets.
- o Skill in the use of computers and job related software programs.
- o Skill in supervising the work of subordinate personnel.
- o Ability to prepare clear and comprehensive reports.

SUPERVISORY CONTROLS: The Captain - CID assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Sheriff's Office policies and procedures, county policies, and inter-agency agreements. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory and administrative duties. The volume and variety of work to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the provision of administrative support for the division. Success in this position contributes to the effectiveness of division operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of other law enforcement agents, attorneys, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Records Clerk (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.