



Administrative Assistant Sheriff's Office

SO/21-124

JOB SUMMARY

This position performs administrative activities in support of Sheriff's Office operations.

MAJOR DUTIES

1. Processes payroll; checks timecards for accuracy and completeness.
2. Processes, documents, and expedites expenditures; enters invoices into database; responds to vendor queries concerning payment.
3. Maintains office supply inventory; makes purchases as needed.
4. Maintains purchase card records.
5. Completes statistical and other reports.
6. Assists in the hiring process and in the on-boarding of new personnel.
7. Supervises the maintenance of office equipment.
8. Assists in the maintenance of personnel files.
9. Maintains and updates policy and other manuals.
10. Prepares letters and memoranda.
11. Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel; schedules appointments.
12. Assists with website maintenance.
13. Processes incoming civil papers.
14. Completes background and criminal history checks.
15. Enters information to GCIC terminal.
16. Processes accident reports, citations, and incident reports.
17. Assists in the administration of the annual budget.
18. Sorts and distributes mail.
19. Attends training and meetings as required.
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of administrative principles and practices.
2. Knowledge of agency rules and regulations.
3. Knowledge of modern office practices and procedures.
4. Skill in working independently and in a team setting.
5. Skill in the use of computers and job-related software programs.
6. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Human Resources Manager 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, rules, regulations and standard operating procedures; County policies, and inter-agency agreements. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. The volume and variety of work to be performed and frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to participate in the provision of administrative support for the division. Success in this position contributes to the effectiveness of Sheriff's Office operations.

CONTACTS

- Contacts are typically with co-workers, GCIC personnel, representatives of the GBI and FBI, military recruiters, other law enforcement agencies, attorneys, vendors, and members of the general public.
- Contacts are to give or exchange information, provide training, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

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 Sheriff's Office hiring standards. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

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

- Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.
- 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.
- Possession of or ability to obtain a valid drivers' license issued by the State of Georgia for the type of vehicle or equipment operated.