



Administrative Clerk Sheriff's Office

SO/26-102

JOB SUMMARY

This position provides clerical and customer service support for Sheriff's Office operations.

MAJOR DUTIES

1. Answers in-coming telephone calls; provides information and assistance; transfers calls to appropriate personnel.
2. Greets visitors; provides assistance; refers to appropriate personnel.
3. Posts out-going mail; sorts and distributes in-coming mail.
4. Distributes agency pay checks and/or W-2's.
5. Places office memoranda into personnel mail boxes.
6. Signs for and receives shipments or deliveries.
7. Notarizes documents.
8. Receives and processes faxes.
9. Maintains employment applications; distributes applications to potential employees.
10. Attends training and meetings as required.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office procedures.
2. Knowledge of agency rules and regulations.
3. Skill in working independently and in a team setting.
4. Skill in the operation of computers and job related software programs.
5. Skill in the operation of modern office equipment.
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 Records Management Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Sheriff's Office policy, rules, regulations and standard operating procedures and Fayette County policies and postal regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for Sheriff's Office operations. Success in this position contributes to the effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, attorneys, judges, media representatives, representatives of other law enforcement agencies, and members of the general public.

- Contacts are typically to give or exchange information 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

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.