

**LANCASTER COUNTY
SHERIFF'S OFFICE**

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of accounting and clerical-administrative duties in support of functions of the Sheriff's Office. Work involves performing all data entry-related duties such as updating of criminal/arrest/information reports; county and state payrolls; maintaining accurate budget records; maintaining personnel files; assisting with budget preparation; independently preparing routine correspondence; compiling information for reports; maintaining files of a variety of records, documents, and correspondence; and processing receipts and deposits from various fee collection. Employee is responsible for notarizing documents and agency billings. Employee is responsible for screening and handling a variety of routine inquiries by telephone and in person. Employee must exercise independent judgment and initiative in completing assignments. Reports to the Sheriff.

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs various personnel-related tasks such as updating information for County and State payrolls.

Performs data entry function including legal processes: updating computer files and criminal/arrest/information reports.

Maintains accurate records for State and budgets.

Prepares monthly reports to State Compensation Board for reimbursement; prepares invoices and statements for payment; bills appropriate agencies for payment of services.

Performs various intake duties including receipt and deposit of monies collected from fees, overtime, drug seizures, and auctions; maintains departments' ledger and reconciles bank statements.

Receives, prepares and/or processes various types of documents and records such as forms directed to Compensation Board and Criminal Justice for the termination/appointment of personnel; letters to agencies on upcoming training; accountability statements to Treasurer; additional appropriation requests to treasurer.

JOB TITLE: ADMINISTRATIVE ASSISTANT

Receives, prepares and/or processes various types of documents and records such as requisitions, insurance claims, UCR reports, criminal/arrest/information reports for department; processes and delivers Commonwealth Attorney's reports, etc.

Receives, records, delivers and reviews legal processes and reports to appropriate agencies.

Attends staff meetings; records minutes and distributes copies within the department.

Answers telephone and greet visitors; receives inquiries and provides information or refers inquiries to appropriate personnel.

Establishes and maintains a variety of files and records; prepares insurance forms on departmental accidents.

ADDITIONAL JOB FUNCTIONS

Performs general office filing, correspondence, mail service, and typing of reports/affidavits.

Assists in the inventory, ordering, and requisitioning of supplies.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, supplemented by courses in secretarial sciences and 1 to 2 years of experience in secretarial and administrative work; or any equivalent combination of training and experience which. Provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be registered as a Notary Public in the Commonwealth of Virginia.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of automated office machines including typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert up to 15 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

JOB TITLE: ADMINISTRATIVE ASSISTANT

Data Requirements: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors or co-workers.

Language Abilities: Requires the ability to read a variety of invoices, records, reports, schedules, documents, etc. Requires the ability to review billing receipts, payment vouchers, office manuals, personnel payroll and expense reports, bank statements, schedules, forms, etc. Must be able to speak with poise, voice control and confidence, and to articulate reformation to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide. Must be able to utilize decimals and percentages. Must be able to compute discount, interest, profit and loss, and ratio and proportion calculations. Must be able to perform calculations involving variables, formulas, square roots, and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

JOB TITLE: ADMINISTRATIVE ASSISTANT

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the policies and procedures, organization and function of the Sheriff's Office. Has general knowledge of office practices, procedures, equipment and standard clerical techniques including knowledge of popular computer-driven word processing, spreadsheet, and file maintenance programs. Has general knowledge of modern accounting, bookkeeping, records keeping, and report processing. Is skilled in the operation of a computer, typewriter or electronic data-entry equipment. Is able to interpret policy and procedural guidelines and to resolve problems and questions. Is able to maintain a variety of moderately complex records and to compile reports from such records. Is able to type with accuracy at the speed required by the position. Is able to communicate effectively in oral and written form. Is able to exercise independent judgment, discretion and initiative in completing assignments and handling difficult public contact situations. Is able to maintain the confidentiality of cases, files and persons as they relate to the Sheriff's Office. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality or Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all coworkers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

JOB TITLE: ADMINISTRATIVE ASSISTANT

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified i.e., poor communications, variance with policy or procedures, etc.

Relationships with Others: Shares knowledge with supervisor for mutual and benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the agency. Emphasizes the importance of maintaining a positive image. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.