

TITLE: Administrative Assistant

SO/19

DEPARTMENT: Sheriff's Office, Fayette County

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

MAJOR DUTIES:

- o Assists in the maintenance of personnel files; enters employee data into departmental ID system; maintains up-to-date records and photographs.
- o Assists with pre-employment and psychological testing; processes motor vehicle reports.
- o Types updates to the policy manual and distributes to personnel.
- o Assists personnel with the completion of benefits forms.
- o Prepares letters and memoranda.
- o Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel; schedules appointments.
- o Assists with Web site maintenance.
- o Processes incoming civil papers.
- o Completes background and criminal history checks.
- o Enters information to GCIC terminal.
- o Processes accident reports, citations, and incident reports.
- o Processes departmental payroll.
- o Assists in the administration of the annual budget.
- o Sorts and distributes mail.
- o Prepares regular and special reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of administrative principles and practices.
- o Knowledge of departmental rules and regulations.
- o Knowledge of modern office practices and procedures.
- o Skill in the use of computers and job related software programs.
- o Skill in the provision of customer service.

SUPERVISORY CONTROLS: The supervisor 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 and county policies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related 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 participate in the provision of administrative support for the Sheriff's Office. Success in this position contributes to the effectiveness of Sheriff's Office 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; and provide services.

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: 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 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 the completion of specialized training in the occupational field, 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.