



Administrative Specialist Sheriff's Office

SO/18-126

JOB SUMMARY

This position performs administrative supervisory activities in support of the Field Operations Division, Criminal Investigations Division, Jail Division, and Support Services Division.

MAJOR DUTIES

1. Collects, compiles, and organizes data for the 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.
2. Supervises clerical personnel; assists the Director with special or routine tasks; makes recommendations to the Director concerning administrative and other matters related to the respective division; assists and completes tasks as requested by the Sheriff, other division directors, and ranking officers.
3. Prepares and maintains Director's schedule.
4. Supervises the scheduling of personnel; approves leaves requests for clerical personnel.
5. Assists in preparing annual budgets.
6. Compiles/organizes/updates complete inventory of agency property; orders office supplies; prepares business cards.
7. Delivers documents to the County Attorney.
8. Organizes/submits payroll and reimbursements; verifies time sheets; calculates overtime and compensatory time; prepares reimbursement requests; prepares financial reports; assists with audits.
9. Schedules and organizes special events; makes preparations for Sheriff's auction.
10. Transcribes investigative interviews, undercover operations reports, witness statements, telephone communications, and other investigative transactions for use in criminal prosecution and other courtroom proceedings.
11. Assists in the maintenance of division personnel files.
12. Maintains telephone contact list.
13. Prepares letters and memoranda.
14. Downloads and prepares DVDs needed for courtroom proceedings.
15. Processes E-Warrants; assists in entering warrant information; clears warrants.
16. Assists with open records requests.
17. Attends training and meetings as required.
18. 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 the Open Records Act.
4. Knowledge of NCIC/GCIC rules and regulations.
5. Knowledge of personnel laws and county and Sheriff's Office personnel procedures.
6. Knowledge of budgeting, financing, and accounting procedures.
7. Skill in working independently and in a team setting.
8. Skill in the use of computers and job-related software programs.
9. Skill in planning, directing and supervising the work of subordinate personnel.
10. Ability to prepare clear and comprehensive reports.
11. 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 Major and Captain assign 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 policy, 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 supervisory and 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 supervise and participate in the provision of administrative support for the division. Success in this position contributes to the effectiveness of division 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 completion of specialized training in the field of work, 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.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain GCIC/NCIC certification.
- Possession of or ability to readily obtain a valid drivers' license issued by the State of Georgia for the type of vehicle or equipment operated.