

Date prepared – March 8, 2020

## **Scott County Government Position Description Form**

***Position:***      Job Title:                      Office Manager/Executive Assistant  
  
                         Department Name:      Sheriff Department  
  
                         Supervisor Title:              Chief Deputy

### **Position Summary**

Supervises and trains office staff. Assist the Executive Staff with scheduling of appointments and meetings. Assist Executive Staff with daily operations of the Sheriff's Office.

## **Duties and Responsibilities**

List the duties and responsibilities of the position, beginning each duty with an action verb.

### **Essential Duties:**

- Provides high-level administrative support to the Sheriff and Chief Deputy
- Collects requested data and information from various sources including email and other correspondence; prepares summaries of findings and/or other related written correspondence as requested (Open Records Requests, etc.)
- Maintains inventory of office supplies; orders new supplies as needed
- Sorts and distributes office mail
- Coordinates and schedules travel and lodging for all Sheriff's Office personnel (job related training)
- Assists the Training Officer with scheduling of training for all employees
- Assists with maintaining and updating all personnel files
- Prepares and submits reports to the state for reimbursement of in-state and out of state prisoner transports and court security hours worked
- Prepares and submits to the county a record of any invoices to be paid for expenses incurred in operation of the Sheriff's Office
- Prepares and submits to the county a monthly record of all vehicle fuel receipts
- Prepares and submits reports of employee work related injuries and annual OSHA reports
- Receives, schedules and attends any community service requests (KidPrint IDs, school career days, etc.)
- Receives and schedules Writ of Possessions/Evictions
- Answers and transfers phone calls, screening when necessary for Sheriff and Chief Deputy
- Ensures office staff time on duty is recorded accurately
- Relays any changes in office policy/practices to office staff
- Welcomes and directs visitors for the Sheriff and Chief Deputy
- Performs or facilitates routine maintenance of office equipment (copier/printer and postage machine)
- Attends and maintains minutes of Command Staff meetings
- Assist the Executive Staff (Sheriff and Chief Deputy) with their daily activities, scheduling of appointments and meetings, preparing letters and memos, etc.
- Interacts with members of other agencies on behalf of Exec. Staff. Assist the office staff with their duties as necessary
- Assist deputies with administrative functions as available
- Makes daily deposits prepared by the bookkeeper for fee account and tax account

### **Secondary Duties:**

- Performs other related duties that may be assigned or required.
- Assists front office staff with clerical duties, (vehicle inspections, CCDW, etc.), when office staff is absent from work

***Education and Experience:*** High school diploma or GED and two years of related experience. Background in customer service, office environment, and financial background preferred but not required.

### ***Supervisory Responsibility:***

Oversees 4-5 full and part time office staff including bookkeeper regarding their daily activities, scheduling and payroll.

### ***Decision-Making Authority:***

- Schedules time off for office staff (vacation/sick time)
- Makes purchases for the office up to a certain dollar amount

***Contacts:*** Describe the type and extent of contacts with individuals, including other employees, and the general public.

- Interacts with commercial vendors to the office
- Ability to interact positively with the public, agency personnel and members of other agencies and organizations
- Ability to project calm, pleasant and professional representation of the Sheriff and his Office

***Technology:*** Describe how computers, software or other technological equipment is used to complete tasks electronically.

- Proficient in Microsoft Office Suite or similar software
- Ability to navigate and operate Acadis Portal software (training scheduling)
- Operation of a 10-key calculator
- Ability to navigate and operate Aegis software (Records Management Software)
- Ability to navigate and operate Papers software (inter office civil service software)
- Ability to operate KidPrint ID software and equipment
- Operation of multi-line phone system and directing calls to the appropriate recipients/voicemails

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_