



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Administrative Assistant
Department: Sheriff's Office
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: October 1, 2015
Last Revised: October 1, 2015
Pay Grade: NU9
Union: Non-Union (Confidential)

SUMMARY

Performs a variety of secretarial, administrative, and or technical duties in support of the Sheriff's Office. Position requires initiative, discretion, and independent decision making. These duties will require researching and summarizing information from various sources into a format of own design, knowledge of operations, policies and terminology and or handling of sensitive and confidential information. Work is performed under the general supervision of the Sheriff with work being reviewed primarily on the basis of compliance with rules and regulations and results attained. The administrative assistant is expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as a liaison between departments, the media, and the public. Assembles information for public distribution including the Sheriff's Office website, Facebook and emails.
2. Coordinates schedule for command staff members. Works with other support staff to ensure office duties are completed accurately and timely. Provides backup support to staff and the Sheriff during peak workload periods and scheduled and unscheduled leaves and absences.
3. Coordinates special events such as conferences, special meetings and occasions which may include the development of strategies, travel arrangements, etc.
4. Greet and assist the community and other county departments at the front counter, answer phones, route calls, or respond personally, makes appointments and takes messages.
5. Responsible for maintaining sufficient office inventory and following purchasing guidelines. This may include monitoring purchases and determining needs with regard to equipment, software, and office supplies.
6. Processes complex, sensitive, and or confidential documents where considerable knowledge is required to ensure completeness and accuracy including the review of documents. To include CHL processing and issuance.
7. Independently plan, prepare and distribute department legal notices, public meeting notices, press releases, publicity, advertising, newsletters, agendas and minutes; participate in administrative coordination of public displays for the office.
8. Performs research, drafts letters, certificates, and other materials including confidential documents as requested by the Sheriff.

9. Reviews all legal documents received by the Sheriff's Office for correctness, completeness, authority and affixes the proper certification. Prepares the document for service or execution and prepares instructions for a Deputy in an effort to effectuate the service and or execution.
10. Receives and records a broad range of legal documents including summons, complaints, writs, liens, orders, injunctions, citations, petitions, and subpoenas which have been issued by the federal, state, and local trial courts.
11. Assures the timely and accurate processing of civil papers received for service and return of service affidavits and other court orders directed to the Sheriff. Resolves technical discrepancies as required.
12. Establishes and maintains dockets for restraint warrants issued by various governmental agencies.
13. Compiles data, creates statistical reports, and completes other confidential duties related to collective bargaining.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of rules and effective English usage and grammar; various filing systems; professional office etiquette; general office practices and procedures. Considerable knowledge of records management; accurately classify file and retrieve materials and documents; establish and maintain effective working relationships with other employees and officials, outside officials, and agencies and the public; respond courteously and tactfully to complaints; work independently establishing priorities while organizing workload to compliment the needs and deadlines of others; record and prepare meeting minutes.

EDUCATION AND EXPERIENCE:

Associates Degree and two years of progressively responsible administrative experience is preferred; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

JOB IMPACT

The most common consequence of error would involve errors or omissions, breach of confidentiality or lack of sensitivity to issues; all of which could result in embarrassment to the Sheriff's Office and County, financial loss and litigation.

JOB CONTACTS

This position generally has contact with other County officials, State and Federal officials and agencies, professionals in the field, news media, and the public to receive or provide information.

LANGUAGE SKILLS

Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing, and record keeping. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts and/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies. Ability to perform the various aspects of the job. Ability to define problems, collect data, establish facts, and draw valid

conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to type 40 wpm. Must have thorough knowledge of office equipment and its use, including but not limited to computers; full command of English composition, spelling and grammar.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain LEADS Certification and Oregon State Notary License and maintain through employment.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal to operate computer
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe: Must be able to hear in crowded auditoriums and transcribe, if needed, from tapes of said meetings.

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>