



# Josephine County, Oregon

## Human Resources Office

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

### POSITION DESCRIPTION

Job Title: Senior Administrative Supervisor – Sheriff'  
Department: Sheriff's Office  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: January 16, 2013  
Last Revised: March 12, 2019  
Pay Grade: NU15  
Union: Non-Union (Supervisory)

#### SUMMARY

Supervises and coordinates the secretarial and clerical functions of the Sheriff's Office. Provides administrative support and performs office management duties for senior management positions; performs personnel and coordinating functions requiring a comprehensive understanding of the administrative and technical operations of department; coordinates public information and public relations. Prepares and monitors Sheriff's office budget including grant administration and fiscal reporting. Works under the direction of the Sheriff who reviews work primarily on the basis of results attained.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only). Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.

- 1) Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions.
- 2) Acts as a liaison with other departments and outside agencies to coordinate activities; provides detailed information and assistance to staff, officials, organizations, and the public regarding operations and policies.
- 3) Conducts research of both criminal and office activities, using various reference sources, collecting information, reading reports, networking with others, analyzing collected data and preparing reports.
- 4) Oversee department finances including drafting and monitoring department budget and overseeing weekly and monthly accounts payables and receivables.
- 5) Performs monitoring and reporting of inmate accounting and inmate medical billing.
- 6) Provides assistance to management with Internal Investigations; gathering data, statistics out of multiple Sheriff's Office and external data sources.

- 7) Remains current on County policies and procedures, legal requirements, ordinances, and departmental policies affecting department division operations and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- 8) Assists with policy writing and maintenance.
- 9) Responsible for all written correspondence to be disseminated to the media. Provides positive media and public relations for the Sheriff; develops, produces and distributes promotional and informational materials such as event calendars, brochures, articles and press releases; plans and organizes special events.
- 10) Works with County Legal Counsel and County Risk Management to coordinate and compile backup documentation and tracking for all civil litigation against the Sheriff's Office.
- 11) Prepares payroll and personnel record keeping and processing; reviews timesheets for conformance to applicable bargaining contracts; coordinates the preparation of personnel action and performance appraisals.
- 12) Coordinates all hires, promotions, terminations, recruitment, training and other personnel actions; maintain personnel files.
- 13) Responds to requests for information and complaints from officials, customers and the public; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; determines the priority of and reviews to ensure follow up and/or action has been taken.
- 14) Assists with job duties in multiple divisions of the Sheriff's Office as assigned.

#### SUPERVISORY RESPONSIBILITIES

Directly supervises employees in assigned areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### 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. Requires thorough knowledge of general office management practices, including supervisory skills, effective English grammar and usage, use of various filing systems; skill in the operation of standard office equipment. Requires considerable knowledge of program development, planning and evaluation, modern law enforcement practices, computers software programs for word-processing, spreadsheets and databases. Knowledge of governmental accounting practices including budget development and tracking.

#### EDUCATION AND EXPERIENCE

Associate's degree in administration or management and six (6) years progressively more responsible office experience, including supervisory and administrative responsibilities; or Bachelor's degree in administration or management and two (2) years progressively more responsible office experience, including supervisory and administrative responsibilities; or equivalent combination of education and experience. Experience in law enforcement preferred.

#### JOB IMPACT

The consequences of error could result in negative issues for the Sheriff and Sheriff's Office, legal action against the Sheriff's Office and/or County or liability to employees.

#### JOB CONTACTS

This position generally has contact with state and federal agencies; community professionals; other county departments; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITIES

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

Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations.

Ability to read, analyze, and interpret Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to effectively present information and respond to questions from the public. Ability to communicate with angry or hostile individuals. Proven skill in Law Enforcement, management, human resources, accounting, problem solving, training abilities for the operation of standard office equipment, including operation of a computer to utilize software programs (spreadsheets, databases, word processing and specialized law enforcement and accounting software).

#### CERTIFICATES, LICENSES, REGISTRATIONS

Must be LEADS/NCIC certified and maintain certification. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position are subject to a pre-employment background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. 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. Work is performed in an office environment. Position is impacted by the need for extreme accuracy and attention to detail; urgent time deadlines and repetitiveness in processing; heavy and uncontrollable workflow; uncontrollable interruptions requiring the need to shift attention in assisting employees, other departments, other agencies and the public.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

# 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" 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	<b># of pounds = 15-20 lbs</b>			
<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 checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & recordings			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>