



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: Senior Admin Supervisor - Sheriff
Department: Sheriff's Office
FLSA Status: Exempt
Job Code: 2944
WC Code: 8810
Effective Date: January 16, 2013
Last Revised:
Pay Grade: NU14
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 a department; participates in strategic planning, policy analysis and development; coordinates public information and public relations; does related work as required. Performs a variety of highly responsible professional, technical and analytical activities in support of the Sheriff's Office. Primary contact on all human resources issues outside of internal investigations for the Sheriff's Office, monitoring and tracking workers compensations or related claims and accident reporting, providing administrative staff with a variety of statistical information using various Sheriff's Office software programs and systems, training oversight for all Sheriff's Office employees. 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 which are not listed. These duties represent the essential functions needed of persons in this classification.

- A. Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions. Coordinates the scheduling of major activities and the work flow to accomplish operating objectives.
- B. Analyzes departmental division operating procedures such as recordkeeping systems, facilities utilized, suggestion systems, staff development needs/opportunities, personnel and performance standards to create new systems or revise established procedures.

- C. Conducts studies regarding Sheriff's Office administrative issues and planning options, and prepares reports that include background, analysis of issues, conclusions, and recommendations for action.
- D. 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.
- E. Serves as a member of the management team.
- F. Establishes and maintains information by devising systems to use information, complying with guidelines, analyzing information and entering information into the computer, designing, creating, maintaining and updating databases, routing information to relevant personnel, preparing and maintaining files, reference materials, researching websites, sharing information with other analysts, preparing flow and link analysis charts and maps, analyzing and preparing reports, and conducting financial investigative research and identifying assets. Information may be related to criminal investigations, internal investigations or Office operations.
- G. 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.
- H. Works in cooperation with each Division within the Sheriff's Office to assist in the streamlining of Office operations, identifying areas for performance improvement, strategic planning, and the development/maintenance of enterprise-wide information systems.
- I. Provides information to personnel and other departments by gathering data on a variety of subjects. Shall have a thorough and complete knowledge of business operations and governmental accounting/reporting standards.
- J. Provides assistance to management with Internal Investigations; gathering data, statistics out of multiple Sheriff's Office and external data sources.
- K. 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.
- L. Assists with Policy writing and maintenance.
- M. Completes all reports in an accurate and professional manner that can be easily read and understood. All reports shall be concise, complete, and without conjecture.
- N. 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.
- O. Assists as needed with court preparation on major, in-depth cases.
- P. 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.
- Q. 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.
- R. Coordinates all hires, promotions, terminations, and other personnel actions; maintain personnel files.
- S. Coordinates personnel administration activities for the office; recruitment, hiring and training.
- T. Provides staff support to command staff; coordinates meeting schedules, agendas and materials; develops and writes correspondence for staff, planning reports, correspondence and research papers; presents studies and reports at work sessions and public meetings.

- U. Coordinates activities involved with procuring goods and services, such as materials, equipment, tools, and supplies for the Sheriff's Office. Reviews requisitions for verification of proper approvals. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items; Estimates values according to knowledge of market price; Prepares purchase orders; check requests, receivables, petty cash and other related processes.
- V. Researches and makes recommendations on issues including office equipment purchases, space utilization, building maintenance, or related administrative support areas; coordinate administrative support projects including the acquisition of capital items.
- W. , Arranges and schedules training and/or certifications as required by law and the Department of Public Safety Standards and Training (DPSST). Monitors employee certifications to remain in good standing and compliance with State requirements.
- X. 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.
- Y. Researches, prepares and composes letters, reports, notification documents; legal, criminal and or technical documents; memos and other materials of important or confidential nature on own initiative or from brief instructions or notes. ;
- Z. Maintains all Sheriff Administrative files and documents, track citizen complaints and Internal Investigations.
- AA. Processes, issues and approves various permits and licensing requests (i.e. OLCC, ATF, federal firearms, concealed weapons, etc.). Completes background checks in the local database and LEDS/NCIC.
- BB. Ensure all employees meet all local, state and federal requirements for law enforcement employment and high risk security access to facilities and data bases.
- CC. Serves as the primary contact for County Information Technology and Communications regarding all internal computer software and equipment needs and problems.
- DD. 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 and professional office etiquette. Requires considerable knowledge of program development, planning and evaluation, modern law enforcement practices, computers software programs for word-processing, spreadsheets and databases. At least five years experience in Public Safety operations and administration. Ability to research assigned problems, organize materials from various sources into format of own design; work independently and establish priorities; organize workload to complement needs of other staff and meet established deadlines; solve problems and make accurate independent decisions. Must be able to deal with confidential administrative matters.

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 four (4) 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 general 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 general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations.

Ability to read, analyzes, and interprets Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to effectively present information and respond to questions from the general 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 LEDS/NCIC certified and maintain certification.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

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 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 = 15-20 lbs			
<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"/>
Speech, Vision & Hearing					
<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 checked="" 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:			
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 checked="" 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"/>