

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: OFFICE MANAGER
DEPARTMENT: SHERIFF
DIVISION: LAW ENFORCEMENT

ORIGIN DATE: AUG 1994
REVISION DATE: AUG 2020
DEPARTMENT NO: 10-17

JOB SUMMARY:

This is a non-exempt, level 4 position. Performs a wide variety of secretarial and record keeping services for the Sheriff's Office.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

PRIMARY DUTIES:

1. Sort and file documents according to predetermined classification. Retrieve and issue documents and legal papers for authorized personnel.
2. Prepare letters, memoranda and forms from rough drafts, tapes and other sources. Obtain appropriate signatures and file.
3. Assist in determining need for office supplies and equipment and is responsible for the security of the office supplies and equipment. Complete requisitions for inventory replacements.
4. Answers telephone, interview and direct callers. Take and route messages as required.
5. As backup for the Administrative Supervisor as assigned.
6. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. Perform duties as matron.
2. May be required to attend training sessions or seminars.
3. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.
4. Perform related work as required by Administrative Supervisor or Sheriff.

BASIC REQUIREMENTS:

1. **Experience:** Two years of general office experience preferred. Persons in this position are expected to be performing at a competent level after six months on the job.
2. **Education:** High school diploma, GED, or equivalent required. Two years' post-secondary school desirable.
3. **Knowledge:** Acquire knowledge of statutory requirements applicable to this position. Must give the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.
4. **Skills:** Operate typewriter, computer, calculator, fax machine, copier and shredder.

5. **Problem Solving:** Moderate amounts of situations arise in this position that are outside established procedures.
6. **Decision Making:** Moderate situations arise in this position. May occasionally involve complex decision making when acting for Supervisor.
7. **Supervisory:** None.
8. **Financial/Budgetary:** May handle moderate amount of cash.
9. **Interpersonal:** Frequent contact with Sheriff's Office and county personnel. Moderate public contact.
10. **Work Conditions:** Excellent facilities. May be subject to call in and overtime.
11. **Physical Requirements:** Moderate requirement to lift up to 50 pounds to a height of 48 inches. May experience high level, short-term periods of high intensity physical effort when serving as a matron. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____