

**SHERIFF'S EXECUTIVE SECRETARY**

**DEFINITION**

Under direction, serves as primary executive secretary to the elected Sheriff. Performs a variety of complex and confidential secretarial, administrative, staff, and office management duties for the elected Sheriff. Performs difficult, complex, and specialized administrative support, information gathering and preparation duties, performs public information assignments; and performs related duties as required.

**REPORTS TO**

Sheriff-Coroner

**CLASSIFICATIONS SUPERVISED**

This classification may exercise direct, functional or technical supervision over clerical staff.

**EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

Serves as Executive Secretary and staff support person the Sheriff. Performs a wide variety of specialized office management, administrative support assignments, performs public information and relations assignments such as providing comprehensive information about policies, programs, functions, and procedures. Receives and screens calls, mail, and visitors. Assists with the development and administration of the department and/or unit budget as requested by the department head. Maintains and tracks a variety of fiscal and budget control journals, documents, and reports. Prepares and submits activity reports and reports required by other government agencies. Establishes, and updates information retrieval systems. Gathers, organizes, and summarizes a variety of data and information, performs special projects and prepares reports, correspondence, informational material, and documents. Interacts with Board Members, Government officials, department heads and members from the public over the phone and in-person, providing information and resolving complaints, which require tact, discretion, sound judgment and the interpretation and application of policies and procedures. Handles confidential information and inquiries regarding personnel and controversial County matters. Screens incoming correspondence and arranges correspondence for reply in order of priority. Assists the public with application and permit procedures, including preliminary reviews of materials and plans submitted to support applications. This classification will have close physical contact with firearms and inmates. Maintains permit files and issue permits, maintains and updates files and

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databases, generates computer reports, operates office equipment including computers and assigned software. Acts as Notary for Sheriff's Office and Jail. May have direct supervision and/or lead worker responsibilities for other staff, and performs related duties as to a Sheriff's Analyst.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the general public and inmates.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Sheriff's Office
- Rules and regulations governing meetings of assigned Boards or Commissions.
- Methods and techniques of budget tracking and monitoring.
- Principles and practices of customer service.
- Public and community relations techniques.
- Office management methods and procedures.
- Methods and techniques of establishing and maintaining of filing and information retrieval systems.
- Purchasing methods and procedures.
- Mathematic concepts and practices.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- As assigned, principles of work coordination and lead supervision.
- As assigned, principles of supervision, training, and performance evaluation.

#### **Ability to:**

- Perform a wide variety of complex and specialized administrative support work for an the Sheriff or their designee
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word processing, recordkeeping,

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and administrative functions.

- Effectively represent the County and the department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures
- Work in an environment with exposure to criminal offenders, mentally ill individuals, and or persons potentially infected with communicable diseases the

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### **Education**

High school diploma or GED equivalent.

#### **Experience**

Five years of increasingly responsible experience performing a variety of administrative and office support work at a level equivalent to Secretary with Amador County, including substantial experience in a public contact position.

#### **Special Requirements**

Must receive prior to employment and maintain as a condition of employment ability to pass an extensive criminal background. Employees in this classification must be able to work in a para-military environment.