



CLASSIFICATION NO. 106
Revised & Retitled: 1/81, 5/92
FLSA: Non-Exempt
EEO: 6

SHERIFF'S ADMINISTRATIVE SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to process and maintain various legal and related records, documents and files; to coordinate assigned law enforcement support functions; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Department patrols County roads and rivers, investigates crimes, conducts search and rescue operations and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Sheriff's Administrative Specialist performs administrative services within an assigned program such as inmate population control, video arraignments, property foreclosure/seizure sales, concealed handgun licenses, computer training and crime analysis data control. Incumbents have considerable contact with attorneys and court personnel, other departments and the public to provide technical information regarding law enforcement and police records, policies and procedures.

The Sheriff's Administrative Specialist differs from the Office Specialist 2 which performs moderately difficult clerical duties and may have responsibility for a major clerical function; from the Legal Secretary which provides legal secretarial and office support services; and from the Community Service Officer which assists the public by completing non-emergency crime reports.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Receives, processes and maintains official, legal and other documents, and narrative and statistical reports; analyzes information for accuracy and statutory compliance; processes documents according to strict procedural and mandated timeliness.
2. Establishes, compiles, maintains and updates department files, lists and reports; gathers and tracks information and data from attorneys, County departments, law enforcement agencies and computerized data systems.
3. Prepares, types and serves legal documents, correspondence, forms and other materials; files documents with clerk's office according to procedures.

4. Provides information and assistance to law enforcement and court personnel, inmates, other jurisdictions and the public; schedules and coordinates daily calendars of cases to be processed; explains court/legal documents; resolves questions and complaints; notarizes legal documents as needed.
5. Assists, oversees and trains clerical support personnel; reviews completed work; explains department and legal policies and procedures; serves as leadworker for a particular shift.
6. Assists in developing goals, objectives, policies and procedures for assigned area.
7. Receives, receipts, deposits and calculates various payments; processes payments for garnishments, judgments, attachments, service fees, permits and delinquent business and mobile home taxes; determines appropriate service fees for various civil actions; prepares payment requests; balances inmate fund accounts; resolves billing issues.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Local, state and federal laws, rules and regulations applicable to assigned program area; law enforcement procedures and policies; functions and responsibilities of the Sheriff's Department; general office practices and procedures; recordkeeping techniques.

Working knowledge of: Court processes and procedures; legal terminology; English composition, spelling, punctuation and grammar; basic accounting and bookkeeping systems, procedures and techniques; report writing techniques; LEDS systems; general care and operation of office equipment; fingerprinting/booking techniques and procedures; arithmetic.

Skill to: Interpret and apply law enforcement laws, regulations, ordinances and department policies and procedures; maintain and prepare records and reports; accurately record and compile facts and descriptive information; accurately count, record and balance transactions; communicate effectively, both orally and in writing; operate office equipment and computer terminal; accurately type and file reports; establish and maintain effective working relationships with the public, municipal courts, attorneys, other agencies and department personnel.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Law Enforcement Data System certification.
- May require designation as Notary Public for the State of Oregon.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/12