

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: ADMINISTRATIVE ASSISTANT – JDC04

Exempt: No

Job Type: 1000S

Pay Grade: S100

Department: Office of the Sheriff

Approved/Revised By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of complex secretarial duties required for the effective operation of the office. Duties include typing, maintaining confidential files, filing, dictation, computer skills, dealing with the general public, elected officials and other law enforcement executives.

Supervision Exercised: None.

Supervision Received: Works under the general supervision of the sheriff, undersheriff and chief deputies. Work is generally assigned and reviewed periodically. Initiative and judgment is required.

Examples of Duties and Responsibilities:

- Types and correspondence, reports, memos and forms, often using own discretion.
- Write correspondence for superior with very little or no direction.
- Extensive public contact, often with high-ranking executives, through responsibilities as assigned.
- Maintains Sheriff's Office job description master file and log.
- Complex bookkeeping and record keeping.
- Handles confidential matters, and matters of a sensitive nature.
- Performs any routine clerical assignments.
- Keeps schedule for the sheriff, undersheriff and chief deputies.
- Coordinates training and travel registration for sheriff's administration.
- Performs other duties and jobs as required and assigned.

Education: High school graduate or GED. Some additional courses in secretarial sciences are highly desired.

Experience: 2 years as a secretary or other related equivalent experience.

Special Requirements:

- Excellent typing skills.
- High level of understanding of computer programs and keyboarding.
- Attention to detail.
- Able to multi task.

- Knowledge of filing and record keeping techniques.
- Able to pass qualifying exam and background investigation.
- Good general physical and mental condition.
- Able to deal with confidential materials and records.
- Ability to work in extremely sensitive areas and maintain utmost trust.
- Possession of a valid Colorado Drivers License.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents, reports and documents. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Has a high level of understanding of basic to advanced office procedures and methods. Demonstrates ability to speak, read and write English clearly, effectively and correctly.

Mental Abilities: Able to comprehend and retain information related to general job assignments made within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: Possesses and maintains the ability to operate standard office machines, and equipment.

Public Interaction: Explains relevant information orally and in writing. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all office policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy toward others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Other Skills and Abilities: This position may require demonstration of computer, mathematical, and/or other specialized clerical skills through pre-employment assessments.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the workplace.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform all the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.