

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: ADMINISTRATIVE SECRETARY

Exempt: No

Pay Grade: S105

Approved/Reviewed By: Sheriff Darren Weekly

Job Type: 1100S

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Performs a variety of complex secretarial and administrative duties required for the effective operation of a unit or department. Duties include typing, filing, dictation, bookkeeping, receptionist work, ordering supplies, may monitor budget expenditures, and assist in statistical computation. Specific duties change with assignment.

Supervision Exercised: May be required to assist in the training of new personnel. May exercise limited supervision over other clerical personnel in division/section, depending on position. Does not include evaluating personnel.

Supervision Received: Works under the general supervision of an administrative superior or division commander. Work is generally assigned and reviewed periodically. A high level of initiative and judgment is required.

Examples of Duties and Responsibilities:

- Types correspondence, reports, records, memos, forms, and meeting minutes.
 - May be required to write correspondence for superior with very little or no direction.
 - Produces presentations.
 - Creates original work, i.e., newsletters, brochures, flyers.
 - Makes travel arrangements.
 - Extensive contact with heads of law enforcement agencies and political representatives.
 - Extensive public contact through responsibilities as assigned.
 - Moderately complex bookkeeping, purchase orders and record keeping, initiating quote requests for purchase of equipment and services for various projects; coordinating and monitoring project throughout the process to completion.
 - Assist in statistical reports based on records.
 - Maintenance and retrieval of records. Handles some confidential matters.
 - Performs routine clerical assignments.
 - Schedules for administrative superior.
 - Performs other duties and jobs as required and assigned.
 - Assist in budget planning, coordination, and implementation for division; monitor division expenditures to ensure compliance of annual budget.
 - When assigned to the Highlands Ranch Division; provide clerical support to detectives' case filings, which includes skeleton drafts of quick files; access criminal history information/usage of CCIC/NCIC; notarize various documents; handle mail and relay from Headquarters to the HRSS.
 - E-subpoena tracking and updating.
 - Uploading and coding of receipts into JP Morgan Chase for all purchasing cards in
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the division every month (includes redacting various pieces of information in purchasing receipts).

Special Requirements:

- At least 18 years of age.
- High level of understanding of computer programs and keyboarding.
- Extensive knowledge of basic office methods with additional courses in secretarial sciences is highly desired.
- High school graduate or G.E.D.
- 1 year as a secretary or other related equivalent experience.
- Knowledge of filing and record keeping techniques.
- Able to take some dictation.
- Able to pass qualifying exam and background investigation.
- Good general physical and mental condition.
- Attention to detail.
- Meet minimum standards for typing and data entry.
- Able to multitask.
- Must have excellent grammatical and spelling skills.
- Able to deal with confidential materials and records.
- Possession of a valid Colorado Driver License.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents and reports. 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 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 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.
