

GEARY COUNTY JOB DESCRIPTION

Job Title: Administrative Assistant II

FLSA: Non-Exempt

Salary Range:
Salary Range: 12

Reports To: Support Division Supervisor
SH1004, SH1005,

PCN: SH1003,

SH1006

Department: Sheriff

Date: December 04, 2020

JOB SUMMARY

Under general supervision of the Support Division Supervisor, perform a variety of tasks to support the mission and goals of the office. Specific duties will vary on a daily basis. Work is performed within the general framework of established departmental rules and regulations. Successful performers are those who are capable and willing to make decisions that are consistently in line with the office's mission, goals and objectives. Personal conduct (on-duty as well as off-duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Administrative Assistant II might be asked to perform. This job description is to incorporate any County Resolutions for the position of Administrative Assistant II. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Administrative Duties. Operate the Agency's telephone by taking calls and detailed messages, answering questions, paging or transferring calls to the appropriate personnel. Prepare and execute Sheriff's Sales on behalf of the Geary County Sheriff. Understands and abides by standard operating procedures and Office policies. Receives monies, makes change and ensures accurate fiscal records are kept. Communicate with members of the general public who report incidents in person. This requires the ability to obtain pertinent information and effectively communicating with law enforcement officials. Learns and maintains a good working knowledge of other areas of responsibility with the Geary County Sheriff's Office Administration Division. Refers pre-employment screening results to the Geary County Sheriff's Office Patrol Captain. This duty includes preparing new hires for employment.

Security Duties. Monitors security cameras for the Geary County Sheriff's Office. Ensures security of all entry/exit doors of the Geary County Sheriff's Office to prevent breach by unauthorized personnel and control visitor and delivery access to the building. This duty includes maintaining the guest/visitor log, providing a visitor badge and escort.

Background Check Duties. Utilizes the Agency's database, National Crime Information Center (NCIC) and Kansas Criminal Justice Information System (KCJIS) for the purpose of sending, obtaining and entering information for the Geary County Sheriff's Office. Conducts record checks and requests for government agencies, general public and outside organizations.

Civil Process. Communicates with the general public by phone and in person regarding the service of civil process in accordance with Chapter 60 of the Kansas Statutes Annotated. This duty requires a basic knowledge of landlord/tenant laws in the State of Kansas.

Fingerprinting. Communicates with and fingerprint members of the general public for the purpose of employment, Concealed Carry Permits and Federal Firearms Licenses.

Registered Offenders. Communicates with persons who reside and/or work within Geary County that have been deemed Registered Offenders by State or Federal Court Systems. Understands and implements all applicable statutes regarding Registration for Sex, Violent and Drug Offenders. Understands and operates the Kansas Offender Registration Tool (KSORT) in order to register all required offenders and ensure proper reporting to the Kansas Bureau of Investigation (KBI). Refers criminal cases to the Geary County Sheriff's Office Investigations Division for all Registered Offenders who are non-compliant. Refers compliance checks to the Geary County Sheriff's Office Investigations Division for all Registered Offenders who are believed to have provided false information during the registration process.

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Must reside within a 30-mile radius of the Geary County Sheriff's Office within 90 days of employment.
- Two (2) years' experience in clerical and data entry.
- NCIC certification within six (6) months of hire.

SKILLS AND ABILITIES

- Knowledge of office policies and procedures, report preparation, grammar and punctuation.
- Ability to receive, interpret and follow written and oral instructions.
- Ability to type 25 WPM or greater.
- Ability to operate a computer, typewriter, calculator, microfiche, facsimile

- and other office related equipment.
- Ability to problem solve.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, fax, scanner, computer and intermediate knowledge of Microsoft Office software.
- Ability to operate NCIC software.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence, Federal, State, and local regulations, SDS sheets, safety manuals, operating and repair manuals, etc.; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 20 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

- Works primarily in an office setting.
- Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

APPROVALS

Supervisor Date Department Head Date

Human Resources Director Date

EMPLOYEE REVIEW: I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

Incumbent's Signature Date Incumbent's name printed