Pennington County Sheriff’s Office Job Description

Job Title: Administrative Assistant II
Division: JSC
Reports To: Commander
Grade: 16
FLSA Status: Non-Exempt
Approved Date: 2/28/12

Job Summary

The Administrative Assistant II serves as administrative support for the Juvenile Services Center and completes the accounting function for the division.

The Administrative Assistant II oversees the Staff Assistant III.

Essential Duties and Responsibilities

- Supervising designated staff, including selection, training, scheduling, assigning work, enforcing policy, and conducting performance reviews;
- As directed by Supervisor, attending, recording minutes, and participating in meetings;
- Assisting with personnel files, employee rosters, and organization charts for division employees;
- Coordinating division’s “employee of the month” and longevity pin activities;
- Supervising imaging and data entry of juvenile admission files and medical files, and general distribution of work and office work flow;
- Overseeing purchasing, inventory and use of consumable office supplies, office furniture, facility supplies, and equipment, etc;
- Overseeing scheduled maintenance of office machines to include phones, copiers, printers, etc.;
- Coordinating oversight for IT support, including work order requests for repairs and modification of IT needs;
- Overseeing the completion and submission of required reports (statistics, budgetary, grant required, etc.);
- Preparing budget information, projections, reconciling accounts and ensuring efficient financial management as requested by Supervisor;
- Entering and auditing all vouchers into the financial system;
- Preparing invoices and maintaining records for all billings;
- Setting up, maintaining and reporting all grant activities;
- Processing monthly payroll according to established practices;
- Overseeing records retention activities including destruction of records;
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- Participating in developing, implementing, and enforcing policy;
- Based on knowledge of entire organization, reporting issues of concern to the applicable Supervisor; and
- Contributing to the team effort by accomplishing additional requirements as needed.
- Performing other duties as assigned.

Minimum Requirements

- HS Diploma or GED required.
- Working knowledge of the Sheriff’s Office operations and three years of progressively responsible work involving planning and organizing the work flow of an office.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment

The work is performed in an office.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.