



Administrative Assistant II-LE

(Non-Exempt B23)

Position Objective:

The Administrative Assistant I is primarily responsible for meeting the administrative needs of the Sheriff and two Chief Deputies. This includes (1) requesting information from division and compiling as requested, (2) correspondence, (3) travel arrangements, and (4) out of office support as requested.

Essential Functions:

- Handling lawsuit related activities such as, file maintenance, correspondence, and related projects
- Managing the citizen complaint log, related correspondence, and file maintenance
- Tracking and maintaining all files related to contracts and grants
- Formatting, posting, and tracking required responses related to the policy and procedures of the law enforcement division and global policies
- Communicating with designee of county commission on matters relating to vehicle bids, surplus property, equipment transfers, liquor license applications, and bail bonds license renewals and applications
- Serving as point person for the Sheriff's Office Intranet and Internet sites, including periodic review of content and maintenance of the staff photo directory
- Coordinating employee ID Badges upon hire, title changes or if in need of replacement
- Conducting background checks on Volunteer Search and Rescue applicants
- Law enforcement division Gift Fund Committee Coordinator
- Coordinating swearing in ceremonies for new hires and processing oaths of office with the Register of Deeds Office
- Coordinating monthly law enforcement volunteer statistics and report volunteer information to County Human Resources for workman compensation coverage
- Verifying and composing law enforcement correspondence to include merit pay and letters of appreciation
- Attending meetings and taking minutes as needed
- Coordinating the Criminal Justice Committee and any other committees as requested; and
- Performing additional duties as assigned

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED
- 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.
- SD Driver's License (within 90 days of moving to SD)
- Knowledge of Microsoft products
- High level of accuracy, attention to detail, commitment to meeting deadlines, and the ability to manage multiple priorities simultaneously.

Working Environment:

- The work is typically performed while sitting at a desk while intermittently sitting, standing, or stooping.
- The work is typically performed in an office
- The typical work schedule is day-time hours Monday through Friday

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.