



Pennington County
Office Manager
(Exempt C42)

Position Objective:

The Jail Office Manager oversees eight clerical staff responsible for records management of inmate files, inmate accounting, inmate ordering, inmate court records, statistics and reporting. Along with the excellent customer service provided to the public. The Office Manager is expected to be well-versed in jail policy and procedure, applicable records laws and be the gate keeper for inmate information management.

The Office Manager is typically staffed weekday, daytime hours and is covered under the flexible work schedule policy.

Essential Functions:

- Supervising designated staff including selections training, scheduling, assigning work, performance managing and disciplinary action.
- Coordinating employee recognition events to include employee of the month, employee recognition committee activities and purchasing.
- Overseeing notary public processing and renewals for staff.
- Overseeing calculation of jail credit for time service and inmate release of information requires.
- Supervises facility inventory and submits annual reporting.
- Overseeing modifications to jails' website.
- Supervising the administrative components of the weekly special management inmate meetings and classification updates.
- Supervising the data input and retention of inmate files.
- Overseeing the maintenance of office equipment.
- Coordination work order requests for repairs and work space modifications.
- Overseeing statistic compilation and reporting.
- Overseeing facility contract renewals and filing according to established practices.
- Supervising inmate mail processing, inmate visitation, inmate accounting and commissary purchasing.
- Preparing reports and composing correspondence as requested.
- Attending meetings and trainings as required.
- Performing other 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:

- 4-year degree in related field
- Five years of work experience managing an office work group/function.
- Equivalent working experiences within the Pennington County Sheriff's Office may be substituted for college degree.

- 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.