Pennington County Sheriff’s Office Job Description

Job Title: Staff Assistant I
Division: Addiction Treatment Services
Reports To: Clinical Director
Grade: 7
FLSA Status: Non-Exempt
Approved Date: 3/3/2014

Job Summary
As part of a well-rounded Administrative Team, the Staff Assistant I provides general clerical support and is the first point of contact for incoming callers, the public and outside agencies. The Staff Assistant I performs their duties under established rules and procedures which are routine in nature.

Essential Duties and Responsibilities

- Performing clerical or other duties as assigned.
- Greeting and assisting the public and clients while maintaining a level of customer service and professionalism.
- Entering and maintaining data and records into specialized computerized files.
- Preparing and imaging records.
- Collecting and recording applicable Sheriff’s Office fees.
- Deliver, pick up, and distribute interoffice, incoming and outgoing mail.
- Answering incoming calls, responding to basic questions from the public and forwarding calls to appropriate parties.
- Responding by phone, mail, and in-person to inquiries and other requests.
- Maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service.
- Attending staff meetings as required.
- Adhering to Sheriff’s Office Policies and Procedures.
- Performing other duties as assigned.
- Compose correspondence to internal and external requests for information.
- Preparing and scanning records.

Minimum Requirements

- HS Diploma or GED required.
- One year related experience is required (customer service, clerical, or administrative).
- SD Driver's License (within 90 days of moving to SD).

Working Environment
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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.