Pennington County Sheriff’s Office Job Description

Job Title: Staff Assistant II
Division: City County Alcohol and Drug Program, Jail, Juvenile Services Center, Law Enforcement, 24/7
Reports To: Sergeant, Administrative Assistant II or Office Manager
Grade: 9
FLSA Status: Non-Exempt
Approved Date: 1/1/2015

Job Summary
The Staff Assistant II performs specialized data entry and clerical support to the division in which they are assigned. The Staff Assistant II has more in-depth working knowledge of the Sheriff’s Office records management system and criminal databases utilized.

Essential Duties and Responsibilities
- Preparing and distributing reports.
- Composing correspondence to internal and external requests for information.
- Managing inventory of office supplies, preparing purchase requests.
- Answering telephone calls and greeting the public walk-in traffic.
- Performing clerical support as requested.
- Entering and maintaining data and records into specialized computerized files.
- Preparing and scanning records.
- Responding to requests for data as needed from records maintained.
- Collecting of documentation to support accreditation standards or grants.
- Collect funds and process receipts.
- Maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service.
- Performing additional duties and special projects as assigned.

Minimum Requirements
- HS Diploma or GED required.
- Two years related experience is required (customer service, clerical, administrative, accounting, or bookkeeping).
- SD Driver's License (within 90 days of moving to SD).

Working Environment
Work is performed in an office.

Physical Requirements
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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.