

Job Title: Office Administrative Assistant
Department: Sheriff's Office
Location: Grant County Courthouse
Job Status: Full-Time 5 days, 36-40 hrs per week

JOB SUMMARY:

This position requires knowledge of Law Enforcement and clerical procedures. The individual has daily contact with the public. Work involves performing various duties related to the office, that may include personnel files, preparing routine correspondence, compiling information for reports, maintaining files of a variety of records, documents and correspondence. Employee must exercise independent judgement and initiative in completing assignments and keeping things running smoothly and with utmost discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Type letters/memos for administration.
2. Requisitions supplies as needed for the office.
3. Prepare and collect invoices for Sheriff's signature.
4. Write grant proposals for money available for Law Enforcement.
5. Assist in keeping an updated inventory of equipment (vehicles, shotguns, flashlights, hand held radios, etc.) as well as county inventory to each deputy.
6. Answer and respond to phone inquiries in a professional manner obtaining enough correct information from caller to properly direct the call or handle if possible. Take complete and correct phone messages for Sheriff, or Deputy and see that they receive it in a timely and correct manner.
7. Greet visitors in a pleasant and professional manner that have come to visit someone such as the Sheriff, or Deputy. This sometimes requires handling irate and hostile individuals that have a complaint.
8. Assist handling paperwork in hiring new employees, including preparing letters for back ground investigations, setting up psychological, drug screens, and physicals. Also, seeing that new hires are fingerprinted and set up for photo ID's. Also, handling current officer license renewal forms with the state.
9. Makes revisions and additions to the Sheriff's Office Policy Manual accessible to all employees as implemented by the Sheriff of Chief Deputy.
10. Assist in the registration of Sex Offenders in Grant County.
11. Operate various office equipment, including computer terminals, printers, copy machine, telephone systems, and fax machines.
12. The ability to be proficient in using word, excel, and other online tools the sheriff's office utilizes. Also including insurance claims for accidents, equipment registration, etc.

13. The ability to log and comprehend crime date for monthly submission, and to have some knowledge of the North Dakota Century Code.
14. Ability to write or assist other deputy's with reports as needed, good grammar and spelling skills required.
15. Perform other related work as required.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by the supervisor.

QUALIFICATIONS:

Requires high school diploma or equivalent

Valid driver's license

No Felony convictions in criminal history within last 10 years

No Misdemeanor convictions in criminal history within last 2 years

Computer skills (knowledge of word, excel, and outlook)

Telephone, typing, and calculator skills

Knowledge of legal terms/definitions

Able to work independently

Good organization skills

Possess verbal and written communication skills

Ability to maintain strict confidentiality (you will sign a Non-Disclosure Agreement)

Any violation of said agreement will be valid basis for immediate termination.

PHYSICAL AND EMOTIONAL DEMANDS:

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. While performing the duties of this job, the employee is regularly required to use hands, fingers, handle or feel, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk; the employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision with correction. Ability to work efficiently under pressure and semi stressful situations.

** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "AT WILL" employment, and under no circumstances is this contract for employment. **