

## COUNTY OF KNOX

### Job Description

<b>Position Title:</b>	<b>Administrative Assistant to the Sheriff</b>
<b>Department:</b>	<b>Sheriff's Office</b>
<b>Reports To:</b>	<b>Sheriff</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Oversees:</b>	<b><u>N/A Civil Deputies</u></b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Last Revised/Approved:</b>	<b><u>April 9, 2019 October 11, 2022</u></b>

#### **POSITION SUMMARY:**

The Administrative Assistant to the Sheriff performs~~provides~~ a wide variety of tasks which are vital to the overall operations of the entire Knox County Sheriff's Office; duties include ~~assisting with the Civil Process~~, swearing in officials and deputies, notarizing documents, managing internal investigation files, responding to law enforcement FOA requests, managing the social media presence for the Sheriff's Office, handling and responding to correspondence, greeting and assisting visitors and callers, typing, transcribing, taking minutes, bookkeeping and filing.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Swears in new officials and deputies (if qualified as a Dedimus Justice).
2. Prepares responses to law enforcement FOA requests.
3. Manages internal investigation files.
4. Manages the social media presence for the Sheriff's Office.
- ~~2-5.~~ Greets visitors and callers, assisting them directly or referring them to the proper person, department or agency.
- ~~3-6.~~ Reviews and processes all bills submitted for payment, keeps a log and submits bills to the Finance Office for payment; submits all monies and billings due and paid for civil service; assists in preparing information for the budget; monitors budget and reports issues. ~~Assist with Civil Process by receiving, logging and distributing all types of civil process documents, ensuring proper and timely service of all such documents, coordinating Civil Process Deputies, and handling issues as they arise; in addition, serves as a Civil Process Deputy as needed.~~
- 4-7. Reviews all reports and submits a weekly log to the Sheriff for the purpose of submitting to the local papers.
- ~~5-8.~~ Maintains accurate records as to Deputy's status and needs, such as expiration of sworn authority, commission, etc.
- ~~6-9.~~ Communicates with all vendors throughout the year in an attempt to find the best prices for necessary equipment utilized within the department.
- 7-10. Tracks all accounts with regard to the Sheriff's office budget and reports the budget status regularly to the Sheriff, especially lines that are outside of anticipated trends.

- | 8.11. Communicates with and provides information to multiple attorneys, both in state and out of state.
- | 9.12. Performs general bookkeeping duties and serves as a liaison to the Finance Office for regular communication, answering questions, resolving Finance problems, etc.
- | 10.13. Performs administrative and general office tasks, including, but not limited to, attending meetings and taking minutes, notarizing documents, handling and responding to correspondence, sending documents to insurance companies, courts, attorneys, etc. when authorized, maintaining logs, typing, transcribing, filing, answering the phone and routing calls, copying documents, processing incoming and outgoing office mail, ordering supplies, and proofreading documents when requested.

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#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1. Maintains basic knowledge of the Jail Administrative Assistant's duties and assists in ~~their~~his or her absence, when requested by the Sheriff.
- ~~1-2.~~ Maintains basic knowledge of the Civil Process Supervisor duties and assists in their absence, when requested by the Sheriff.
- ~~2-3.~~ Runs local errands to pick up or deliver documents, obtain supplies, etc.
- ~~3-4.~~ Attends functions for the purpose of public education as a representative of the Sheriff's Office.
- ~~4-5.~~ ~~Interacts~~Superviseswith inmates ~~when assistance is~~as needed.
- ~~5-6.~~ Performs other administrative duties as assigned.

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#### **GENERAL EXPECTATIONS:**

- 1. Be committed to the mission of the County.
- 2. Work as a member of the Sheriff's Office team in the performance of duties.
- 3. Be punctual for scheduled work and use time appropriately.
- 4. Work in harmonious relationships with all county staff and community.
- 5. Perform duties in a conscientious, cooperative manner.
- 6. Perform required amount of work in a timely fashion with a minimum of errors.
- 7. Be neat and maintain a professional appearance.
- 8. Possess a valid Maine Driver's license.
- 9. Understand and work within Knox County Government Policies and Procedures.
- 10. Accept shared responsibility with staff members to successfully complete assigned projects.
- 11. Maintain confidentiality and protect the County by keeping information concerning County Operations confidential.
- 10. Job Understanding: The position of Administrative Assistant to the Sheriff deals with many confidential matters. Therefore, it is important that the Administrative Assistant understands the responsibilities connected with the position. The Administrative Assistant must be a confident and self-motivated person who can make decisions regarding office and civil process matters during the absence of the Sheriff or Chief Deputy.

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#### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The



employee is occasionally required to stand, walk and use hands to operate a standard computer keyboard, use of computer, mouse, multi line telephone system, fax machine, printer and copier.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office conditions most of the time. Noise level is usually quiet. In addition:

- ~~Proper and timely distribution of paperwork may require travel to various locations in all types of weather.~~
- Occasional ~~Daily~~ exposure to inmates and daily work with the public who sometimes tend to be in extremely agitated frames of mind.
- Potential exists to be exposed to blood borne pathogens.
- Law Enforcement deals with people from all walks of life. Their problems are usually brought to the Administrative Assistant~~receptionist~~ first and need to be channeled in the correct direction. The variety of cases and problems, both civil and criminal, provides constant interest and many challenges.

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### **QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following requirements and skills are considered essential:

- Two to three years of experience in administrative or general office duties.
- Proficient in the use of Microsoft Office Windows, Word and Excel.
- Experience in customer service and/or dealing with the public is strongly desired.
- Prior experience in Law Enforcement and supervisory positions desirable.
- A thorough knowledge of legal processes/procedures and the ability to type legal briefs, affidavits, etc. preferred.
- Must pass a background check.

**Education Requirements:** The following education requirements are considered essential:

- Associate's Degree in business or a related field, or the equivalent in education and related work experience, required.
- Must be a certified Notary or able to obtain Notary status.

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**\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\***

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date