

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EXECUTIVE ASSISTANT-SHERIFF
CLASS CODE: 6499
FLSA STATUS: NON-EXEMPT
SUPERVISORY LEVEL: NONE
EFFECTIVE DATE: 10/28/2016 (REPLACES 6/14/2008 VERSION)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general direction of the elected County Sheriff, perform routine and complex administrative support duties requiring considerable knowledge of the divisions, functions, and employees of the Sheriff's Office.

The Sheriff's Office is a very large department with over 500 employees, two bureaus, and 12 divisions.

ESSENTIAL DUTIES

- Act as initial point-of-contact for the County Sheriff; receive and screen phone calls and in-person visitors.
- Provide initial response to questions, complaints or problems using tact and discretion to maintain confidentiality and adhere to information sharing policies.
- Access the Sheriff's schedule and add appointments for his approval.
- Facilitate and coordinate activities and meetings with employees, divisions, departments, vendors, and outside agencies on behalf of the Sheriff.
- Establish, oversee, and maintain personnel files for the 500 plus employees of the Sheriff's Office. Ensure inclusion and accuracy of pertinent forms.
- Access and file Use of Force reports, disciplinary documents, and internal investigation findings; adhere to strict confidentiality standards.
- Serve as liaison with the State of Utah's Police Officer Standard Training agency (P.O.S.T.) regarding certification status changes for sworn employees.
- Process a high volume of travel, over \$450,000 annually, for the department. Research pricing and practicality for all methods and each aspect of the travel, make reservations, enter associated purchase orders, and ensure reconciliation upon completion of travel.
- Initiate and monitor recurring payment of uniform allowance for over 285 sworn employees.
- Oversee monthly reconciliation and payment of wireless bill which includes over 272 accounts, totaling \$200,000. Coordinate and ensure employee identification of personal calls and reimbursement to the county.
- Serve as liaison with the Utah State Fuel Network and administrator of the gas card program of the Sheriff's Office. Oversee disposition and tracking of 175 plus employee cards and over 100 vehicle cards.
- Provide administrative support for recurring multi-agency meetings for Police Chiefs of all law enforcement agencies within Utah County. Coordinate, schedule, and attend meetings; create agendas, take notes, and prepare minutes.
- Serve as primary liaison with the Personnel Office for department-wide payroll processing and problem resolution. Receive and review payroll forms and records from all divisions.
- Establish and maintain department-wide procedures for data entry of time worked and leave taken. Maintain files for absence requests including FMLA. Provide training, ensure accuracy, and serve as a backup for time entry personnel in other divisions.
- Coordinate random drug testing with the Personnel Office.
- Research, organize, and prepare information for budget, statistical, and other reports; create spreadsheets and forms.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

Personnel Rules and Regulations

County policies and procedures

Structure, functions, and policies and procedures of the Sheriff's Office

General functions of county government

Budget development and administration

General and fund accounting

Employment and criminal law

Skills:

Reading, writing, and basic accounting

Grammar, spelling, and punctuation

Software applications such as Microsoft Office

Record keeping and filing system creation and maintenance

Abilities:

Maintain cooperative working relationships with those contacted in the course of work activities

Coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions

Maintain strict confidentiality

Communicate effectively verbally and in writing

Use tact and discretion

Operate standard office equipment

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed in an environmentally controlled office area within the Utah County Security Center. Work is typically performed sitting at a desk or table and requires maintaining concentrated attention to detail for sustained periods of time. While performing much of the work, the incumbent must hear and speak to communicate, and use arms, hands, and fingers to reach forward, handle, grasp, or finger items such as a telephone, keyboard, mouse, pen, and standard office equipment. The incumbent regularly walks, stands, or stoops; occasionally lifts or otherwise moves objects weighing up to 25 pounds; and occasionally drives a personal vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

A related associate degree and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

LICENSING AND CERTIFICATION

- Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicant must obtain Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires, the trial period for promoted county employees, and the first six months in the position for county employees reassigned or transferred to this classification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.