



Executive Assistant - Sheriff

Job Description

Department: Sheriff
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Sheriff

Summary

Under general guidance and direction of the elected County Sheriff, performs routine and complex administrative support duties requiring considerable knowledge of the divisions, functions, and employees of the Sheriff's Office. Functions of the job affect all aspects of the Sheriff's Office.

The Sheriff's Office is the largest department in the Utah County Government with over four hundred and fifty (450) employees, twelve (12) bureaus, and four (4) divisions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 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.
2. Maintain the Sheriff's schedule; facilitate and coordinate activities and meetings with employees, divisions, departments, vendors, and outside agencies on behalf of the Sheriff; add appointments for the Sheriff's approval.
3. Establish, oversee, and maintain personnel files for over four hundred fifty (450) employees of the Sheriff's Office; ensure inclusion and accuracy of pertinent forms; adhere to appropriate retention schedule per policy.
4. Access and file Use of Force reports, disciplinary documents, and internal investigation findings; adhere to strict confidentiality standards.
5. Serve as liaison with the State of Utah's Police Officer Standard Training agency (POST) regarding certification status changes for sworn employees.
6. Coordinate over \$450,000 of annual travel expenses for the department; research pricing and practicality for all methods and each aspect of the travel; make reservations; enter and submit associated purchase orders; reconcile records upon completion of travel; distribute travel cards to employees as appropriate.
7. Initiate and monitor recurring payment of uniform allowances for over three hundred fifty (350) eligible employees.

For Office Use Only

Job Code: 6499

Job Title: Executive Assistant - Sheriff

FLSA: Non-Exempt

Effective Date: 5/17/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Oversee monthly reconciliation and payment of wireless bills for over three hundred (300) accounts, totaling \$200,000; coordinate with employees to ensure identification of personal calls; track reimbursement to the county.
9. 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 over one hundred seventy-five (175) employee cards and over one hundred (100) vehicle cards.
10. Provide administrative support for recurring multi-agency meetings for Police Chiefs of law enforcement agencies within Utah County; coordinate, schedule, and attend meetings; create agendas, take notes, and prepare minutes.
11. Serve as primary liaison with the Office of Human Resource Management for the Sheriff's Office payroll processing and problem resolution; receive and review timesheets and records from all divisions through the Workday system; provides feedback regarding Workday functionality.
12. Establish and maintain department-wide procedures for data entry of time worked and leave taken.
13. Provide training to all Sheriff's Office Divisions, ensure accuracy, and serve as a backup for time entry personnel in other divisions.
14. Coordinate random drug testing with the Office of Human Resource Management.
15. Research, organize, and prepare information for budget, statistical, and other reports; create spreadsheets and forms.
16. Serve as primary point of contact for the Utah County Attorney's Office and Utah County Commission Office.
17. Provide input on hiring of clerical staff; participate on interview boards.
18. Coordinate the distribution of equipment, identification, and uniform allowances for new Deputy Sheriffs; coordinate and schedule oaths of office.
19. Assist the Sheriff and Under Sheriff in coordinating the annual awards ceremony; notify award and scholarship recipients; design awards booklet and plaques; coordinate contract, meals, location, and entertainment.
20. Track performance appraisals for the Sheriff's Office; notify supervisors of deadlines, monitor completion; file completed evaluations.

Knowledge, Skills, and Abilities

- Knowledge of personnel Rules and Regulations
- Knowledge of County policies and procedures
- Knowledge of structure, functions, policies, and procedures of the Sheriff's Office
- Knowledge of general functions of county government
- Knowledge of budget development and administration
- Knowledge of general and fund accounting
- Knowledge of employment and criminal law
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in reading, writing, and basic accounting

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- Skilled in grammar, spelling, and punctuation
- Skilled in software applications, including Microsoft Office
- Skilled in record keeping and filing system creation and maintenance
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to maintain strict confidentiality
- Ability to communicate effectively verbally and in writing
- Ability to use tact and discretion
- Ability to operate standard office equipment

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the Sheriff's Office.

Work Environment

Work is performed in an environmentally controlled area in the partially environmentally controlled 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. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to speak, stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in a related field or higher.
2. Five (5) years of complex clerical or administrative support work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicant will be required to submit to a pre-employment drug screen and background check.
3. 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 (6) months in the position for county employees reassigned or transferred to this classification.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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