

Administrative Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

Non-Bargaining

Reports to

Sheriff and Undersheriff

Supervises

none

Position Category

Specialist

Summary

Provides confidential executive level administrative support to the Sheriff and Undersheriff using standard business software and a networked computer. Schedules and coordinates meetings and conferences, oversees and processes bi-weekly payroll, prepares agendas, presentations and materials, processes address and position changes, and participates in, and both records and distributes minutes for numerous committees and task forces. Prepares and maintains confidential records related to personnel management activities and issues. Processes the inmate trust account monthly reconciliation, and maintains the department petty cash, credit and gas cards. Plans and coordinates various ceremonies, luncheons, banquets, and events for the department.

Essential Functions

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

1. Provides a variety of administrative support services for the Sheriff, Undersheriff, and other Command Staff that includes composing, editing, and proofing letters, contracts, reports and other documents, answering telephone calls, managing calendars, scheduling and prioritizing appointments and meetings, screening calls and visitors, monitoring and responding to department and Silent Observer e-mail messages, and preparing and maintaining administrative files.
2. Prepares documents related to employee relations and disciplinary issues, such as internal investigation reports and background investigation reports, maintaining the employee contact database, policy and procedure manuals, grant proposals, and creating necessary forms. Responds to staff inquiries regarding personnel and administrative procedures and serves as the liaison with the Human Resources Department.

3. Assists in the development, organization, and implementation of current and new citizen outreach programs including the coordination of the quarterly Citizen Corps Council meetings and activities.
4. Coordinates meetings and presentations, prepares both the agendas and meeting materials, and transports equipment and supplies to alternate locations for meetings as necessary. Participates in committee meetings and task forces as required. Maintains the schedule and coordinates any requests for use of the Training and Briefing rooms at the Sheriff's Office facility.
5. Reconciliation of inmate trust account transactions between Canteen software and bank statements on a monthly basis. Prepares an escheat check to the County Treasurer yearly.
6. Maintains and balances the department Petty Cash account including dispersing funds and preparing vouchers for replenishing cash balance.
7. Orders all office supplies and administrative equipment for the Sheriff's Office.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. The office is located within a secure area of the Correctional Facility. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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 regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office

machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Associates Degree in business administration, accounting, or related field.
2. Three (3) years of experience in an environment requiring confidentiality, with progressively more responsible administrative experience.
3. Three (3) years of experience in a clerical setting with strong computer and internet research skills.
4. Must be LEIN certified and proficient in the LEIN system.
5. Notary Public.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

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 for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____