

Administrative Supervisor



Position Description

Status

Full-Time, Nonexempt

Compensation

B31

Bargaining Unit

Non-Bargaining

Reports to

Law Enforcement Captain

Supervises

Clerical Staff

Position Category

Supervisor

Summary

Provides administrative support to the Sheriff's Command Staff, assisting with departmental budget, annual reports, various other reports and schedules, and processing accounts payable. Working supervisor of clerical staff that is responsible for administrative day-to-day operations, assigning and delegating work assignments, scheduling, training, approving payroll and paid time off requests, performance evaluations and discipline referrals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Supervises clerical personnel.
2. Coordinates the accounts payable invoices
3. Assists with development of the department budget and annual report
4. Financial reporting related to grants
5. Back up for front desk and corrections clerical duties
6. Liaison between Jail/Courts/Treasurer's Office re: bond and bail payments
7. Prepares adjournment postings for foreclosure proceedings.
8. Performs background checks on concealed pistol license applicants.
9. Terminal Agency Coordinator for the agency for LEIN (Law Enforcement Information Network).

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 has direct supervisory responsibilities for the clerical staff.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. 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. Associate's degree in Business Administration, Criminal Justice, or related field.
2. Two (2) years of supervisory experience.
3. Five (5) years of experience in a criminal justice setting.
4. Law Enforcement Information Network (LEIN) Certified.

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_____