



COUNTY OF YORK JOB DESCRIPTION
Administrative Assistant II - Accreditation
Sheriff's Office

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for maintaining and assisting the accreditation manager with the review of all files associated with the accreditation process. Responsible for the maintenance and upkeep of personnel files for all Sheriff's employees. Responsible for entering data into a state wide data base for training that is reported to the Department of Criminal Justice Services. Work is performed under general supervision of the Captain – Administration.

ESSENTIAL JOB FUNCTIONS

Responsible for maintaining, reviewing, and updating as required, the 180 accreditation standards files; assists the accreditation manager with the review of files associated with the accreditation process.

Responsible for overseeing expungements of criminal records that have been processed through York-Poquoson Circuit Court; sends a letter of compliance to the Virginia State Police.

Responsible for the maintenance and upkeep of personnel files for all Sheriff's employees.

Responsible for entering data into a state wide data base for all departmental training that is reported to the Department of Criminal Justice Services.

Responsible for the copying and distribution of all new and updated policies to Sheriff's Office employees.

Responsible for copying and updating policy manuals and Field Training Officer binders, and other manuals/binders as assigned.

ADDITIONAL JOB FUNCTIONS

Performs other administrative responsibilities as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of office systems and practices.

Thorough knowledge of basic mathematics, including addition, subtraction, multiplication, division, percentages, and fractions.

Thorough knowledge of personal computers, including knowledge of word processing and spreadsheet software.

General knowledge of basic bookkeeping.

Effective oral and written communication skills.

Ability to type at an acceptable rate of speed, and use personal computer equipment with word processing, spreadsheet, and data base software with reasonable speed and accuracy.

EDUCATION AND EXPERIENCE

Graduation from high school and 3 years of administrative or clerical experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Incumbent will be required to attend on-going training as needed to enhance skills with the accreditation process.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of documents, records, and logs. Requires the ability to prepare a variety of reports, records, memorandum, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determine decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____