COUNTY OF YORK JOB DESCRIPTION

Administrative Assistant II
Sheriff's Office

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

GENERAL STATEMENT OF JOB

Responsible for performing clerical work in support of the activities with the York-Poquoson Sheriff's Office administrative services division. Additional responsibilities include but are not limited to answering the telephone, greeting visitors, referring inquiries to appropriate division or persons, filing, assisting with data entry and distributing mail. In addition, this position is cross-trained with the other administrative assistants who work in the same division. Exercise independent judgment, initiative, and attention to detail in completing job duties. Employee must also exercise tact and courtesy in frequent contact with general public. Work is performed under the general supervision of the Administrative Assistant III and shared duties among the front office administrative assistants.

ESSENTIAL JOB FUNCTIONS

Answers telephone, greets visitors, refers inquires to appropriate division or persons, filing, assist with data entry.

Maintains a variety of forms, documents, files and process solicitation permits, precious metal permits and citizen ride along forms.

Performs background checks for the general public, military recruiters and other law enforcement agencies: making photocopies of the same for departmental files.

Prepares weekly bank deposits of fees collected and reconciles against monthly bank deposit to the sheriff's office computerized records management system.

Receives and distributes all daily mail, packages, deliveries and facsimiles to the appropriate personnel.

Types letters and memos for the administrative staff and deputies.

Reviews and documents applications for concealed weapon permits to ensure they are complete for submission to the Sheriff.

Responsible for maintaining quality control on incident reports in the sheriff's computerized records management system. Assists with monthly incident based reporting checks.
Searches and retrieves incident and accident reports from the Sheriff's computerized records management system for citizens, law enforcement agencies and insurance companies, mailing reports and collecting fees for same.

Enters data from parking tickets, traffic summons, accident reports and suspension notices into the Sheriff's Office computerized records management system, then forwards parking tickets to the county treasurer's office.

Handles insurance requests regarding victim claims, retrieves information from the system for citizens, law enforcement agencies, sends the copies, and collects associated fees.

Maintains a variety of records and files to include served and un-served criminal documents. Obtains information for Deputy Sheriff's pertaining to the service of documents and makes copies of reports as needed.

Transcribes taped interviews of victims and suspects for investigators audio or video tapes of the interviews, as required.

Prepares extradition paperwork (ie: flying while armed letters), prepares state travel reimbursement paperwork and deposit slips.

Helps process and prepare expungement paperwork.

Receives criminal warrants, citations, summons, capias, and protective orders, and suspension/revocation disqualification notices; searches the computer files and works with dispatch to determine the presence of outstanding warrants for the complainant or defendant; Responsible for entering criminal warrants, in the sheriff's computerized records management system.

After dispositions are received, enter documents into sheriff's computerized system; performs research to locate correct addresses; maintains records on warrants returned from other jurisdictions; notifies other jurisdictions if defendants are apprehended; mails warrants to other City or County Police and Sheriff's Offices; faxes copies of warrants to other jurisdictions; prepares copy of routing slips for local warrants and notifying other jurisdictions of arrests made. Recalls documents as necessary, attaches' documentation and forwards information to the appropriate jurisdiction; prepares and prints a cover sheet and forwards information to 9-1-1 Center; responsible for maintaining accurate files on all items mentioned above.

ADDITIONAL JOB FUNCTIONS

Assist with a variety of data entry as needed.

Assist in creating and maintaining a variety of logs/documents/files.

Assists administrative staff as needed and performs other related work or duties as assigned or required.

Must be able to obtain and maintain VCIN certification training which will be provided by the Sheriff's Office.

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 work processing and spreadsheet software.

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 database 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.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, 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 Communication: 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 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. Must be able to demonstrate tact and courtesy in dealing with the general public and other employees. The nature of the material this position is exposed to requires confidentiality and respect of the sensitive nature.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date : _____

Approval: _____