



Benzie County Sheriff's Office

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Ted Schendel
SHERIFF

Kyle Rosa
UNDERSHERIFF

JOB DESCRIPTION Administrative Assistant to the Sheriff

POSITION SUMMARY:

The Administrative Assistant is a non-supervisory professional position acting as a confidential executive assistant to the Sheriff, providing administrative support and assistance to the Sheriff and Undersheriff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a liaison between the Sheriff, Undersheriff and staff, departmental personnel, law enforcement agencies, township supervisors and the public.
- Answer telephone and other inquiries requiring knowledge of department rules and regulations.
- Refers citizens to the appropriate sources; identifies, resolves solutions to citizen and staff complaints and problems when appropriate.
- Reviews, summarizes and composes confidential information and statistical data requiring familiarity with department activities to prepare professional correspondence, reports.
- Coordinates the Sheriff's and Undersheriff's schedules; coordinates meetings, seminars, conferences, and trainings sessions including registering, lodging and travel for department staff.
- Create and maintain department employee personnel records.
- Review, verify and input bi-weekly employee payroll.
- Assist in coordinating the hiring process according to the standards required by the Michigan Commission on Law Enforcement Standards.
- Provides assistance on administrative matters, including a wide variety of assignments related to fiscal management activities, administration of budgets, contracts, grants and department programs.
- Initiates department purchases for office supplies, orders building maintenance supplies, uniforms and equipment.
- Enters all accounts payable invoices into BS & A and assign corresponding line item number.
- Weekly transmittals to Treasurers' Office from BS & A accounts receivable.
- Maintain and prepare invoices for contracts and reimbursable grants.
- Designs and implements file, index, tracking and record-keeping systems; researches records within assigned areas of responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Maintain township activity reports, township contracts, keep up to date records and act as liaison between the Sheriff and township officials.

EXPERIENCE, SKILLS, EDUCATION:

- Graduation from an accredited high school (GED acceptable, supplemented by post-high school technical training, college coursework and/or certification in Business Administration, Office Administration or a closely related field required. Associates degree with a major in Business Administration, Office Administration or a closely related field preferred.
- 3 – 5 years of progressively responsible professional level work experience in a modern office environment performing complex administrative secretarial and analytical work required.
- An equivalent combination of relevant professional work experience supplemented by technical training, college coursework and/or certification may substitute for education requirement.
- Ability to answer routine and general inquiries, provide information or refer individual as necessary.

- Ability to maintain calendars, arrange meetings, schedule rooms and equipment as necessary.
- Ability to obtain accurate information from clients through an interview process.
- Ability to operate standard office equipment including 10 key calculator, typewriter, computer, fax, copier, printer, scanner etc. with skill and accuracy.
- Ability to provide clerical support to department including composing, typing and distribution routine memos, correspondence, travel vouchers or other documents.
- Knowledge of administrative procedures and systems such as answering telephone calls, processing mail, maintain office supplies or equipment.
- Knowledge of document management standards and ability to maintain records and files.
- Knowledge of general mathematics principles and their applications.
- Ability to exercise good judgment in making decisions in accordance with established procedures and policies.
- Good knowledge of complex accounts receivable and payable practices and procedures.
- Proficient in the design, evaluation, and recommendation of new forms, reports or procedures and the ability to train others in their use.
- Working knowledge of departmental concepts, terminology, practices, procedures and the ability to apply them to varied situations.
- Ability to apply common sense understanding to carry out complex instructions furnished in written or oral form.
- Ability to communicate project information through presentations, charts, graphs, reports and professional correspondence.
- Ability to manage sensitive issues independently and work under stressful conditions.
- Ability to think critically with a high level of organization and attention to detail.
- Considerable ability to work independently to analyze complex data and exercise sound judgment with limited direct supervision.
- Considerable knowledge and ability to accurately process departmental payroll.
- Significant problem solving and organizational skills necessary to prioritize and coordinate diverse, simultaneous projects and the ability to work under pressure of deadlines and changing priorities.
- The employee is expected to demonstrate a high level of professional demeanor, appearance and interpersonal communication skills and handle more routine administrative matters independently.
- The employee in this classification is required to consider all information, records, reports and data to be confidential and to maintain an impeccable standard of confidentiality.

ESSENTIAL ABILITIES FOR ALL BENZIE COUNTY SHERIFF'S JOB CLASSIFICATIONS;

- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to follow written and verbal directions and to complete assigned tasks on schedule.
- Ability to read, write & communicate in English and understand basic math.
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgement.
- Ability to work independently or part of a team; ability to interact appropriately with others.
- Ability to be flexible and demonstrate patience and respect in difficult situations.
- Ability to effectively communicate and interact with diverse populations in both oral and written form.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to read, interpret and apply procedures, rules, technical information, instructions and manuals.
- Ability to use discretion and maintain sensitive and confidential information.
- Aptitude in performing mathematical calculations and checking figures, postings and documents for correct entry, mathematical accuracy and proper coding.
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access and Outlook required.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Possess a valid State of Michigan Operator's License, an operable insured automobile for authorized travel, and maintain eligibility to drive as per the Sheriff's Office vehicle policies and procedures throughout employment in this position.
- Successfully complete an annual criminal background check in order to maintain satisfactory personal qualifications, maintain jail security clearance and complete required training as mandated by the department and state regulations.
- Willingness to further credentials by attending additional education, training and workshops.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

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 with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hand to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner. Stand, walk and climb stairs.
- Normal office hours are from 8:00 a.m. through 4:00 p.m. with a working lunch in the building. Should you wish to leave the building for lunch you would have to adjust your ending time.
- Generally works in a normal office environment.
- The noise level in the work environment is moderate with many interruptions.
- Work occasionally is performed within the restricted and confined areas of the jail.
- Work involves an element of risk in the event of a breach of security.

The Benzie County Sheriff's Office is an Equal Employment Opportunity Employer. It is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.