

## SHERIFF'S OFFICE ADMINISTRATIVE SUPPORT ASSISTANT

**GRADE 25**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs skilled clerical and intermediate paraprofessional work providing a variety of administrative, secretarial and office management functions within a designated division of the Sheriff's Office; does related work as required. Work is performed under regular supervision. Supervision may be exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Preparing, maintaining, retrieving and receiving records and files; typing, word and data processing duties; and assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Uses computers for various applications, such as data entry or word processing; answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals;
- Maintains and enters information into databases to include civil papers, warrants, active/closed cases, arrests/indictments, and suspect information based upon assigned division;
- Sets up and manages paper or electronic filing systems, records information, updates paperwork, or maintains documents, such as attendance records, correspondence, or other material;
- May be responsible for inputting and/or validating information and records in the Virginia Criminal Information Network (VCIN), Local Inmate Data System (LIDS) and OSSI database.
- Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions; operates electronic mail systems;
- Greets visitors or callers and handles their inquiries or directs them to the appropriate persons according to their needs; fingerprint citizens when necessary.
- Completes forms in accordance with procedures; records and transcribes dictated correspondence/documentation;
- Responsible for processing warrants, serving civil papers, preparing case files, logging cases, preparing/distributing cases and appropriate documents to assigned staff based up assigned division;
- Communicates with other magistrates, courts, neighboring jurisdictions and regional facilities.
- Schedules and confirms appointments for clients, customers, or supervisors; communicates with jurors and the Commonwealth Attorney's office in the Civil process division.
- Locates and attaches appropriate files to incoming correspondence requiring replies;
- Types and distributes meeting notes, routine correspondence or reports, such as presentations or expense, statistical, or monthly reports;
- Opens, reads, routes, and distributes incoming mail or other materials and answer routine letters;
- Provides services to customers, such as account information;
- Mails newsletters, promotional material, or other information; orders and dispenses supplies; prepares conference or event materials, such as flyers or invitations.
- Maintains timekeeping information; collects funds, keeps records, and monitors accounts;
- Provides general office support to assigned division.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of office practices and procedures; thorough knowledge and ability to use correct grammar, vocabulary and spelling; general knowledge of office automation equipment and software including word processing, database management and spreadsheets; some knowledge of arithmetic and its uses in general office work; preferable knowledge of OSSI, PISTOL and CAD software; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information and instructions on departmental programs based on inquiries; ability to enter data, key or type at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from high school supplemented by courses in Secretarial Science and extensive responsible clerical and office experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

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

**SPECIAL REQUIREMENTS:**

Must pass criminal history background investigation and polygraph test. May be required to possess and maintain VCIN/NCIC certification and Notary Public certification.

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