



TITLE: SHERIFF'S EXECUTIVE SECRETARY

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: DSA

DEFINITION

Under direction of the Sheriff, performs a variety of confidential, highly responsible, and complex secretarial and administrative duties requiring thorough knowledge of the Sheriff's Office, its procedures, and operational details; supervises and coordinates the operation of the administrative support functions of the Sheriff's Office; coordinates assigned activities with other departments, work groups, and outside agencies; and provides information and assistance to the public regarding departmental programs, policies, and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Sheriff or assigned management personnel. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a specialized single-position classification. The incumbent is responsible for performing a wide variety of confidential and complex administrative support activities that require discretion, independent judgment, and initiative. The work requires substantial knowledge of departmental activities, laws, rules, regulations, policies, and procedures affecting the Sheriff's Office. The incumbent regularly has access to highly sensitive privileged information which is held in strict confidence. Although aligned monetarily with the Office Manager III, this classification is distinguished from the latter in that the Sheriff's Executive Secretary performs specialized and complex public safety clerical work specific to the Tehama County Sheriff's Office, while providing direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs and coordinates a wide variety of confidential, responsible, and complex secretarial and administrative support functions for the Sheriff's Office.
- Plans, organizes, assigns, supervises and reviews the work of assigned staff; trains staff in appropriate policies and procedures; directs the workflow and monitors employee performance; evaluates and completes subordinate performance evaluations; works with employees to correct deficiencies.
- Relieves the Sheriff and assigned management staff of administrative matters including answering questions, investigating complaints and providing assistance in resolving operational and administration problems.
- Recommends improvements in workflow and use of equipment and forms.

- Assists in collecting, compiling, analyzing, and assembling information from various sources on a variety of specialized topics related to programs administered by the position or by management staff.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for management staff, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Maintains manuals and updates resource materials.
- Maintains the Sheriff's Office operation and confidential files, including personnel files containing employee backgrounds, internal affairs, training records and other information, pursuant to California State Law.
- Maintains a calendar of activities, meetings, and various events for assigned staff; coordinates activities with other County departments, the public, and outside agencies; schedules meetings; coordinates and processes staff travel arrangements.
- Performs a variety of complex duties and responsibilities related to agenda request forms; tracking the Department's position allocation and classification lists.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, public relations documents including press releases, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Operates a variety of office equipment including a computer, typewriter, telephone systems, copier, facsimile machine, adding machine, and/or cash register.
- Utilizes various computer applications and software packages including specialized departmental applications; enters and maintains data; generates reports from a database or network system; creates documents using word processing or spreadsheet software.
- Coordinates and performs personnel related functions within the Department, including processing, verifying and reviewing applications, preparing and/or maintaining personnel records, confidential personnel related reports, training records, evaluations, recruitments, new hire paperwork, unemployment claim responses, and workers' compensation claims.
- Receives and responds to requests for assistance from employees and Sheriff's Office management regarding County benefits and programs, Memorandums of Understanding, personnel rules, policies and procedures.
- Issues and tracks departmental ID cards, keys, key fobs, gas cards and CalCards.
- Oversees processes related to background checks on prospective employees.
- Oversees processes related to scheduling, billing, and receiving results for pre-employment, fitness for duty and other related medical physicals that may be required of prospective and current Sheriff's Office employees.
- Performs cashiering duties and prepares cash affidavits and bank deposits.
- May perform Notary services for the Sheriff's Office.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline

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- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures
 - Operations, services, and activities of the Sheriff's Office and related program areas
 - Modern office procedures, methods, and equipment
 - Computer applications such as word processing, spreadsheets, and statistical databases
 - Office management principles, methods, and procedures
 - Principles and procedures of record keeping and filing
 - Techniques and requirements for the maintenance of confidential records and public records
 - Business letter writing and the standard format for reports and correspondence
 - Principles and practices of fiscal, statistical, and administrative research and report preparation
 - Practices used in minute taking and preparation
 - Methods and techniques of proper phone etiquette
 - Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
 - English usage, spelling, grammar, and punctuation
 - Mathematical principles

Ability to:

- Perform a wide variety of difficult, complex, and specialized executive administrative and secretarial support duties involving the use of independent judgment and personal initiative and resourcefulness.
- Plan, direct, train, supervise, and evaluate the work of assigned staff.
- Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Work cooperatively with other departments, County officials, and outside agencies.
- Plan, schedule, direct, and coordinate administrative support functions.
- Effectively represent the Sheriff's Office to outside individuals and agencies to accomplish the goals and objectives of the office.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Independently prepare clear and concise reports, correspondence and memoranda.
- Develop, implement, and maintain standard filing systems.
- Maintain complex paper and computerized records.
- Type and enter data at a speed necessary for successful job performance.
- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Operate office equipment and software programs.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized clerical or secretarial training.
- Five (5) years of increasingly responsible secretarial and administrative support experience. Lead or supervisory experience is highly desirable.

OR

- An associate's degree from an accredited college with major course work in business or a related field and three (3) years of increasingly responsible administrative support experience. Lead or supervisory experience is highly desirable.
- Experience at a Law Enforcement or governmental agency is highly desirable.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license.
- A Notary Public Commission issued by the California Secretary of State is highly desirable.
- Must be able to pass an extensive background investigation prior to employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Tasks may require extended periods of time at a keyboard. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be exposed to dust, scents, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**