

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE SECRETARY-SHERIFF

DEPARTMENT: Kitsap County Sheriff's Office

REPORTS TO: Sheriff and Undersheriff

SUPERVISES: Accounting Assistant

GENERAL STATEMENT:

The Administrative Secretary is responsible to the Sheriff and Undersheriff. This employee performs highly responsible supervisory and administrative support work in a law enforcement environment. Assignments include providing management with necessary financial information for the operation of the Sheriff's Office, including Corrections, including compiling, preparing and managing the department's annual budgets with the divisions in the department and the direct supervision of staff. Results of the work affect the accuracy and reliability or acceptability of processes or services within the Sheriff's Office. In accordance with RCW 41.14.070, this position is an unclassified civil service position and the employee in this position serves at the pleasure of the Kitsap County Sheriff.

Work is performed independently and requires unsupervised judgment and decision making consistent with departmental policies/procedures, statutes and regulations, which often require interpretation. Supervision usually consists of statements of desired objectives and discussion of unusual problems. Work is reviewed for accuracy, timeliness, thoroughness, and results obtained.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Compile necessary information and prepare the Sheriff's Office budgets for all the divisions in the department. Manage, monitor and account for department budget under the supervision of the Undersheriff and Sheriff.

Compile and assemble the annual Sheriff's Office budgets in accordance with plans developed by the Sheriff's Executive Staff and County policies and procedures; serve as a member of the team that is responsible for budget justification.

Participate in the development and implementation of financial and budgetary goals and objectives; assist in the development of valid workload indicators and other performance and efficiency measurements to evaluate past performance and to aid in the development of future goals and objectives; monitor and track program effectiveness upon implementation.

Prepare financial reports and statements required by granting authorities for grant funds; compile data from all accounting records and verify accuracy to record balance, revenues and expenditures for statements.

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.

Draft and review letters and other correspondence for the Sheriff, Undersheriff, and the Professional Standards Officer.

Approve purchases and supplies and equipment. Work with Purchasing Department in procuring supplies and equipment. Oversee the processing of vouchers for payment of agency expenses.

Maintain petty cash fund and keeps accounts of transactions. Maintain revolving checking account for disposition of gun permit fees.

Act as the liaison with all county government agencies and police agencies, including the Personnel Department in matters of insurance and benefits. Act as a liaison with the county's Law Enforcement Officer Fire Fighter (LEOFF) Benefit Board. Maintain confidentiality in all work matters.

Schedule appointments for Sheriff and Undersheriff. Make travel arrangements for Sheriff, to include hotel and airline reservations.

Greet the public by telephone and resolve problems when possible or route inquiries to the proper division or governmental agency.

Oversee the general filing of administrative records and manages their retention. Ensure compliance with applicable federal and state public disclosure laws by establishing procedures and guidelines. Utilize discretion in the interpretation of public dissemination and right to privacy as required by related State and Federal statutes. Maintain current knowledge of laws pertaining to the release of records and ensures subordinates are knowledgeable.

Operate personal computer to aid in duties. Conduct requested Internet research. Take dictation for transcription to letter form or transcribes from Dictaphone tapes.

Facilitate, participate in, record and produce minutes of Sheriff's Executive Staff meetings. Produce agency annual report and other recurring bulletins and publications. Develop and prepare presentations for the Sheriff's Office, including the preparation of budget proposals and electronic presentation material.

Identify, prepare applications and monitor grants; complete required accounting reports on them.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. Attendance at meetings may require working evenings and other odd hours on occasion. May require extended periods of sitting. Substantial telephonic and in-person contact with the public, special interest groups, County, officials, other governmental and law enforcement agencies and County departments require that the incumbent have the ability to communicate effectively. Must be able to operate a personal computer. Must be able to collect, assimilate and analyze data and information

KNOWLEDGE AND ABILITIES:

Thorough knowledge of: Office management and bookkeeping practices.

Knowledge of: Budget preparation and management. General office procedures. Governmental budgeting procedures. Supervisory practices and techniques. Research and analysis methods. The use and care of personal computers, related peripherals and computer software programs including Word or Excel. Business English, composition, spelling and punctuation. Legal and technical terminology related to areas of assignment,

Ability to: Communicate clearly, both orally and in writing. Cope with situations firmly and tactfully. Establish and maintain effective working relationships with co-workers, general public and law enforcement personnel. Operate office related equipment, including personal computers, ten-key adding machine, and Dictaphone. Type accurately and proficiently. Comprehend and follow oral and written instructions regarding a variety of subjects. Apply short hand to accurately record information at a normal rate of speech. Work independently and make appropriate decisions regarding work methods and priorities. Use tact and diplomacy.

QUALIFICATIONS:

Four years progressively responsible experience in the area of office administration, research and/or analysis or a related field, including six months supervisory/lead worker experience, is required; or any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work.

Experience in a law enforcement environment or legal office is highly desirable. Previous computer experience is required and experience using the most current releases of Microsoft Word, Excel, Access and PowerPoint is preferred. Experience using budget and other data management software, creating and publishing presentation documents (i.e. annual report, budget reports, recruiting folder, and electronic presentation material) and writing with shorthand or speedwriting is desirable.

Good interpersonal skills to be demonstrated during telephone communications and personal interaction with public and staff that reflect the professional image of the office are required.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

IN ACCORDANCE WITH RCW 41.14.070, THIS POSITION IS AN UNCLASSIFIED CIVIL SERVICE POSITION AND THE EMPLOYEE IN THIS POSITION SERVES AT THE PLEASURE OF THE KITSAP COUNTY SHERIFF.