

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT: Sheriff's Office

REPORTS TO: Superintendent of Corrections

SUPERVISES: Office Assistant I

GENERAL STATEMENT:

An employee in this position performs complex and difficult administrative support for the Sheriff's Office – Corrections Division. This position has major independent administrative responsibilities, including functioning as the confidential secretary to the Superintendent of Corrections and Corrections Lieutenant, as well as being an active participant in the work of assigned division. The incumbent accomplishes varied administrative projects, conducts research, makes decisions and takes action for supervisor within scope of delegated authority in administrative matters. The incumbent must be able to deal with a high degree of stress, multiple simultaneous requests for assistance, and maintain accurate and efficient control of the work for which they are responsible.

Work is performed with minimum supervision or instruction, requiring sound judgment, good leadership and initiative, with considerable latitude to develop sound procedures and practical systems within established guidelines. Work is reviewed by the supervisory staff through interactive observation and work product review.

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:

Perform confidential administrative or secretarial duties for the Superintendent of Corrections, Corrections Lieutenant and supervisory staff. Serve as backup to the Sheriff's Administrative Secretary in her/his absence.

Research and provide information to the County's labor negotiation team. Research, compile and analyze data, and prepare various reports. Interpret policies, laws, procedures, etc. relating to areas of authority. Investigate problems and recommend corrective action. Mediate conflicting issues within delegated authority.

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.

Develop, implement and administer a records management program to assure consistency and legal compliance of record retention throughout assigned operations.

Establish and implement approved policies, procedures, and standards for the efficient and effective operation of assigned functions. Analyze and recommend improvements to existing policies, procedures, facilities, equipment, project management, and operations.

Analyze operating procedures to devise most efficient methods of accomplishing work. Analyze data gathered, develop information and consider all available solutions. Recommend implementation of new systems. May install and train personnel in application of new systems.

Provide information or advice concerning specialized or technical services rendered and related office functions, including responses to difficult problems and questions raised by subordinates, other departments, county employees or the general public. Serve as point-of-contact for the public in arranging special visits and tours of facilities.

Compose correspondence or memos to department staff, other County departments, other agencies and the general public.

Prepare payroll documents and maintain and record leave balances. Oversee the preparation and maintenance of subsidiary ledgers. Maintain control ledgers, posting from appropriate registers and journals. Reconcile internal registers and ledgers to reports from County Auditor and Treasurer. May be required to prepare vouchers for issuance of county warrants.

Oversee the operation, input, maintenance, balancing, and reporting of the Inmate Commissary System. Research inmate complaints, resolve issues, and provide information to inmate or other authorized persons.

Assist in annual budget preparation.

Represent the Corrections Division regarding assigned operations on various committees and before special interest groups and other community groups. Attend meetings away from the workplace.

Determine work procedures, prepares work schedules and determine methods for expediting workflow. Issue instructions and oversee work for exactness, neatness and conformance to procedures and policies.

Provide training to fellow employees in departmental procedures or operation of machines and equipment.

Complete and maintain job-related certifications, such as Sheriff's civil functions, law enforcement records, ACCESS operation, etc.

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. May be required to work over 40 hours in a workweek.

Other Job Duties:

Schedule meetings or hearings, and prepare all agendas and legal notices. Record and prepare formal written records and minutes of hearings or meetings.

Order and maintain sufficient level of department supplies and equipment. Coordinates repair and maintenance of equipment.

Perform other related work as required.

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. Substantial telephonic and in-person contact with inmates and their families, the public, special interest groups, County officials, government agencies and County departments require the ability to communicate effectively. Must be able to effectively operate a personal computer and to collect, assimilate and analyze data and information. Possible exposure to physical hazards associated with working around difficult, sometimes violent, individuals is inherent in this position.

KNOWLEDGE AND ABILITIES:

Knowledge of: Office administration practices, principles and techniques. Policies, procedures, and practices applicable to public office functions. Effective telephone techniques. Data collection procedures and methodology. Research and analysis methods. The use and care of personal computers and related peripherals. Computer software application programs including Word, Excel and Access. General and specialized office practices and procedures including the correct and effective use of language and business arithmetic. Supervisory principles, practices and techniques.

Ability to: Establish and maintain effective working relationships with other employees, officials, and the public. Understand and execute complex oral or written instructions, and to apply available guidelines to widely varied situations. Express ideas and convey information effectively, orally, and in writing. Write reports to properly identify and present data. Maintain records of activities and time expended on projects. Operate a personal computer, including related peripheral equipment and standard application programs. Complete and maintain applicable certifications, such as law enforcement records, ACCESS operation, Sheriff's civil functions, etc. Ability to keyboard accurately at a speed of 70 w.p.m. is preferred.

QUALIFICATIONS:

Four years progressively responsible experience in the area of office administration, research and analysis, or related field 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. Prior experience using a personal computer is required. Ability to type accurately at a speed of 70 w.p.m. is preferred.

Previous experience using the current or most recent release of Microsoft Office Suite, including Word, Excel and Access, in an office situation is preferred. Experience using a computerized management information system to prepare payroll and associated documents and with accounts payable is highly desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to pass a multi-phase testing process, which may include a police background check, hearing test, and polygraph test.

Must be able to obtain certification as a Notary Public within six months of appointment.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Must be able to complete other job-related certifications, such as Sheriff's civil functions, law enforcement records, ACCESS operation, etc.

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