



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Office Deputy	<b>REPORTS TO:</b>	Sheriff/911 Coordinator/Coroner
<b>FLSA:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	No reports
<b>LOCATION:</b>	Emmons County	<b>STATUS:</b>	Full-time (37.5 hours)

### **SUMMARY:**

Under the supervision of the Sheriff/911 Coordinator/Coroner, the Office Deputy is responsible for a wide variety of general clerical duties, which includes answering telephones and message management for the office. Responsible for the management of administrative programs and projects within the office. Performs duties requiring analytical and administrative skills necessary to provide coordination, interpretation, communication, and research in completing tasks.

### **RESPONSIBILITIES:**

1. Responsibilities consist of general clerical duties to include answering telephones, message management, assisting sheriff, deputies, and members of the public, processing mail, copying, and shredding documents, and filing documents.
2. Prepare communications, such as memos, emails, invoices, reports, and other correspondence as needed.
3. Maintaining the data needed to ensure accountability of records and provides information regarding usage of these documents.
4. Provides administrative support for the office, including responding to requests for information.
5. Assist with the preparation of the annual budget and manage certain general ledger accounts and perform other bookkeeping tasks.
6. Coordinate and track the progress of required training programs as needed for the office.
7. Perform all other duties as assigned.

### **ESSENTIAL DUTIES:**

1. Perform receptionist and/or secretarial duties to include greeting members of the public, answering the telephone and message management for the Sheriff's office.
2. Perform general clerical duties such as copying, filing, shredding, etc.
3. Assist the Sheriff and deputies with clerical or office tasks as needed.
4. Manages the civil process documents for the office. This includes the general ledger process.
5. Coordinates and maintains the Incident Reports and Case Files in the records management system (P1).
6. Assist with the annual budget process for the Sheriff, Jail, 911 and Linton Contract.
7. Organize and manage all case files prior to forwarding to States Attorney.
8. Perform the E-file of documents to District Court as needed.
9. Maintain, enter, and assist with reporting in the Sex Offender Registration Program.
10. Maintain the sheriff's office social media and web page as directed or needed.
11. Prepare fingerprint cards for those requesting or required to be fingerprinted.
12. Perform criminal background check inquiries for Sheriff, Deputies, or States Attorney's Office as needed.
13. Coordinate and manage the office supplies and equipment as directed or needed.
14. Prepare the monthly Claim Vouchers for the Sheriff's Office. Examples include on call, carwash, and coroner.
15. Perform bookkeeping duties for the Sheriff's office, 24-7 Sobriety Program and 911.

16. Prepare and submit the following monthly reports:
  - a. 24/7 Sobriety Program Financial Report
  - b. P1 Monthly Report.
  - c. Use of Force Report.
  - d. Statement of Fees.
  - e. Teletype validations.
  - f. Miscellaneous Statistical Reports.
17. Organize and/or prepare the following documents, permits and annual reports:
  - a. Delinquent Property Tax due in May of each year.
  - b. Delinquent Mobile Home Tax due in October of each year.
  - c. Fireworks Permits for the months of June and July.
  - d. Annual Sheriff's Office Report to be provided after end-of-year.
18. Coordinate the training and track the completion for the FST, NCIC, and quarterly LMS courses.

### **JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

1. Requires a high school diploma or GED with preference towards experience as an administrative assistant or similar duties.
2. Must be proficient with word processing and spreadsheet computer software, such as MS Word and Excel.
3. Requires a high degree of written and verbal communication skills in dealing with employees, vendors, or the general public.

### **WORKING CONDITIONS:**

1. Physical environment consists of a desk job in the standard office environment, repetitive motion, sitting and standing.
2. Frequent use of PC keyboard and monitor. Will include physical motions of finger dexterity for use of keyboard, adding machine, and other office equipment.

### **CLARIFICATION CLAUSE:**

This job description is not intended, nor should it be construed, as a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the Office Deputy position. This job description is not a contract, and this position is subject to "At-Will" employment laws. The county reserves the right to modify this job description at any time.