



JOB DESCRIPTION

<i>Title</i>	Senior Administrative Supervisor	<i>Created</i>	Sept 2005
<i>Department</i>	Sheriff's Office	<i>Revised</i>	May 2018
<i>Job Class</i>	M 5	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Supervise and coordinate the records/civil, computer, evidence and secretarial and clerical support functions of the office; perform administrative duties related to office function. Provide secretarial/administrative confidential support to Sheriff.

Essential Functions

- Responsible for planning, administering and evaluating fiscal accountability systems, risk management, provides support and input to the management team, maintains all personnel records, supervises department clerical staff, collaborates with the Sheriff.
- Supervise assigned administrative and casual staff to include preparing and administering performance evaluations, recommending new hires, recommending appropriate disciplinary action up to and including termination, provide necessary training and orientation and assign and review work of staff. Develop work schedules and approve vacation requests.
- Supervise all financial record keeping and accounting for the department. Includes reviewing budget accounts during the year to compare expenditures with allocations and resolve discrepancies. Provides budget information to the Sheriff, and prepares or instructs subordinates in the preparation of fiscal reports and reviews reports for compliance with applicable regulations. Directs and trains subordinate staff regarding accounting functions.
- Develop, implement and evaluate office procedures; develop and recommend office policies as appropriate. Serve as custodian of law enforcement records.
- Type and process complex, sensitive or confidential documents requiring considerable procedural knowledge to ensure completeness and accuracy.
- Receives employee leave requests. Maintains department leave schedule. Prepares payroll change notices and time sheets, and other payroll documents as required.
- Monitors staff vacation and sick leave use and accrual and reports any discrepancies. Reviews and processes according to requirements requests for expense reimbursement. Tracks dates for performance appraisals and notifies Sheriff. Maintains all files and records in accordance with policy.
- Monitors department contracts, grants and lease expenditures. Tracks the progress and develops related reports. Monitors the expenditure flow of contracts and grants. Monitors time lines and ensures compliance. Prepares required paperwork to ensure inclusion of current information and required documentation.
- Prepare purchase orders, bail claims and deposits for monies received. Oversees the preparation and processing of purchasing requests utilizing the appropriate



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purchasing systems. Oversees the tracking of purchases in relation to budget and informs the management team of discrepancies.

- Utilize computer hardware and software capabilities to develop formats and provide data management. Act as Law Enforcement Data System representative and liaison to the Civil Managers Committee.
- Serve as member of management team; provide input and data for budget preparation and department policy and procedures.
- Supervise the scheduling of prisoner transports and extraditions.
- Supervise evidence processing, storage, custody and disposal.
- Follow all safety rules and procedures established for work areas.
- Provide back-up support to subordinate personnel during peak workload periods and scheduled and unscheduled leaves. Administer county alarm and vehicle impound ordinance. Perform record checks for state, county, and federal agencies for security, criminal histories and licensing purposes. Oversee issuance of weapon permits. Prepare and publish legal notices as directed and in accordance with established procedures and legal requirements.

Mandatory Qualifications

Thorough knowledge of principles of accounting, office management and procedures, supervisory principles. Knowledge of word processing software and computer databases. Equivalent to high school plus additional specialized training in areas related to job duties equivalent to two years of college. Over four years' experience in office positions within criminal justice environment, or any satisfactory combination of experience and training.

Desired Qualifications

Knowledge of specific software utilized within department. Previous LEDS experience. Previous supervisory experience.

Physical Demands

Physical demands of position are minimal involving moving materials, books, files, equipment, etc., weighing up to 15 pounds.

Working Conditions

Normally will work in the Sheriff's Office environment, however, occasionally may be working in the environment of correctional facility office area that may present exposure to inmates and odors typically not found in an office environment.

Supervisory Responsibility

Responsible for over six (6) FTE.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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