

# Sheriff Administrative Assistant

Division: Sheriff's Office

FSLA: Non-Exempt

Job Classification: Classified, Range \$15.37 - \$19.22

Reports to: County Sheriff

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: No

## SUMMARY OF JOB:

Under limited supervision, assist County Sheriff with all aspects of administrative support. Provide administrative support to the Sheriff's Office. Duties include providing exceptional customer service, assisting the Sheriff, Undersheriff, and Sheriff's Executive Secretary, writing, and maintaining a high level of confidentiality.

## ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Provide exceptional customer service to all visitors at the County Sheriff's Office.
- Work with the Sheriff, Undersheriff and Sheriff's Executive Secretary on highly sensitive Public Records requests.
- Answer telephones with proper etiquette, take messages, answer questions as needed and route telephone calls to proper personnel
- Provide overall clerical and administrative support to the County Sheriff's Office
- By telephone, email, or in-person assist members of the public, other law enforcement agencies, judicial agencies, other County departments, etc. with information, copies, arrest histories and other requests.
- Take complaints from the public and refer to the appropriate personnel
- Assist in inspections and audits, as necessary
- Maintain inventory and order department supplies and materials
- Submit monthly NIBRS reports for the department
- Monitor training status, ongoing certification requirements, prepare applications for basic training and schedule appointments for medical and psychological evaluations for department
- Receive funds paid to the office and submit to the Treasurer's Office for processing daily.
- Track the fiscal aspects of grants obtained by the Sheriff's Department; including but not limited to application, reporting, and documentation.
- Learn and operate multiple software programs and applications in pursuit of routine responsibilities and additional projects as assigned
- Perform other duties as assigned

- Perform all duties with minimal supervision.

## **QUALIFICATIONS:**

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Two (2) years' experience required
- Must be able to work independently of daily supervision and to exercise discretionary judgement and thinking.
- Must have strong writing and oral communication skills.
- Must have strong organizational skills, including ability to prioritize projects; stay within budget and time constraints.
- Must be able to read, write and follow written and oral instructions in English.
- Must be able to write operations reports.
- Must possess and maintain a valid Driver's License.
- Must successfully complete background investigation which may include, but is not limited to: criminal record search, driving record screening, drug screening, physical examination, reference check, and employment verification.
- Ability to perform all essential duties as listed below.
- Ability to perform the essential duties in working conditions described below.
- Ability to work with equipment, tools and materials listed below.
- Must comply with safety guidelines and policies of the County.

## **PROFESSIONAL REQUIREMENTS:**

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Ability to interact professionally with public, property owners, supervisor, and co-workers.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA).
- Attend staff meetings, trainings and in-services.
- Participate in performance improvement and continuous quality improvement activities.

## **PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to sit for up to four hours at one time and up to eight hours total per day, with opportunity to stand or walk intermittently.
- Must be able to stand or walk for short distances throughout the day.
- Must be able to crouch, kneel, bend at the waist, twist/rotate at the waist on a minimum basis as needed to perform essential duties.
- Must be able to reach arms away from body or over head to access equipment, records, files, or other items as needed to perform essential duties.
- Must be able to work with arms bent for up to four hours at one time and up to eight hours per day.
- Must be able to lift and carry for short distances paperwork and manuals weighing an estimated 10 lbs. or less. Occasionally may be required to lift or move items weighing up to 50 lbs.
- Must be able to push/pull with arms with an estimated force of up to 5 lbs. frequently throughout the day.
- Must be able to grasp and manipulate equipment necessary to perform essential functions such as writing, using telephone, dressing keyboard components, preparing paperwork and other similar functions.
- Must have adequate hearing and eyesight and clear speaking voice in order to perform all essential duties.
- Work is conducted primarily during daylight hours.
- Tasks require a variety of physical activities, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving.
- Periodic travel required in normal course of job performance.

## **KNOWLEDGE AND SKILLS:**

- Must be able to maintain confidentiality of all personnel, financial, and department information.
- Strong organizational and interpersonal skills
- Ability to use good judgment in determining work assignments
- Ability to work independently, be attentive to detail and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and prioritize scheduling of work
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving the public, staff, or others in a professional manner



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- Ability to use various software programs including but not limited to using Microsoft Office programs

### **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Signature**

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**Date**

**UNION COUNTY**  
**EMPLOYMENT BACKGROUND & MVR RELEASE**  
**ACKNOWLEDGEMENT**

I \_\_\_\_\_ as an applicant for Union County, grant authorization for the County to obtain information regarding my driving record and conduct a background investigation at this time of consideration for hire and during subsequent County employment. I acknowledge that my signing of this release is not a guarantee of employment with the County.

I understand that driving for the County, using either a County vehicle or my personal vehicle, is a privilege granted only to employees whose driving record satisfactorily meets County standards.

I understand that an acceptable driving record is a requirement of the job, both at the time of consideration for hire and as an ongoing condition of employment.

As an applicant or an employee, the County may conduct motor vehicle record (MVR) checks periodically and I give permission to the County to obtain such information regarding my driving record anytime the County deems it necessary.

I understand my driving record must continue to meet County standards. Should my driving record not meet County standards, my driving privileges for the County may be revoked and could be grounds for applicant disqualification or dismissal of employment.

I understand the information identified in my driver record check is a part of the hiring process and, if hired, may be discussed as the County deems it necessary.

I acknowledge reading this release and grant authorization to the County to conduct a background investigation and MVR checks, obtain information regarding my driving record, and discuss this information as the County deems necessary.

Application/Employee Name: \_\_\_\_\_

DL #: \_\_\_\_\_ State(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

***This record is confidential and shall be retained in the affected applicant's/employee's file.***