

Brunswick County, NC – Classification Description			
Classification Title:	ADMIN ASST I	Pay Grade:	16
Department:	Sheriff's Office	FSLA:	Non-Exempt Overtime Paid
Date:	REVISED 07/24/23		

GENERAL STATEMENT OF JOB

Under supervision, the administrative assistant is responsible for completion of various tasks of the assigned Division. The Administrative Assistant will ensure personal compliance with Departmental policies and procedures and the directives of commanding officers. Based on assignment, the position reports to either the Records/Office Manager, Comptroller, Captain of Legal Affairs, or Executive Assistant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responsible for completion of activities of the assigned unit, ensuring compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.

Ensures efficiency and accuracy for completed assigned tasks. Remains knowledgeable about any changes or modifications to job responsibilities. Attends required/appropriate training and meetings as directed by supervisor(s.)

Performs general clerical/office duties as necessary, including customer service, records maintenance, document production and data processing.

Assists with the maintenance of records, warrants, court orders, civil documents, and other related documents.

Processes the application and issuance of gun permits, the maintenance of the sex offender registry, NCIC entries, performs public fingerprinting services, and the entry of criminal and civil processes in records management software.

Satisfactorily completes specific division assignments and communicates with the general public about provided services.

Performs general administrative work as required, including but not limited to attending meetings, preparing reports and correspondence, etc.

Utilizes clerical and computer supplies, fingerprint kit, fire extinguisher, protective gear, and a variety of materials and supplies as needed.

Interacts and communicates with various groups and individuals such as superior officers, co-workers, , other law enforcement agency personnel, other government agencies, attorneys, elected officials, community leaders, community organizations, social service agencies, court personnel, complainants, victims, witnesses, suspects, informants, sales representatives and the general public.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by two years of clerical/managerial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be proficient in word processing, data entry, and customer relations.

SPECIAL REQUIREMENTS

Must possess a valid NC state driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, vehicle, etc.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, laws, regulations, manuals, etc. Requires the ability to prepare reports, correspondence, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in managing subordinates; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including law enforcement, legal, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of geometry and statistics.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with unusual situations,

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Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.