



Administrative Technician (9904)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 8

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide administrative support for a small department or large division.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the entry level role in the Administrative Support series. Incumbents in this classification provide routine administrative support that requires limited knowledge of departmental operations but does not require previous experience in the assigned area. Regular assignments are performed under general supervision with some latitude for initiative and judgment.

Typical Duties

Processes a variety of documentation associated with department/division operations within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; and files, maintains, and stores hardcopy records.

Performs customer service functions: provides routine information and assistance regarding department/division services, activities, procedures, fees, or other issues; distributes forms/documentation as requested; responds to routine questions or complaints; researches problems/complaints; and initiates problem resolution.

Performs data entry functions by keying data into computer system: enters, retrieves, reviews or modifies data in computer database; scans documents into computer; verifies accuracy of entered data and makes corrections; indexes documents; and develops databases and computerized reports.

Receives monies in payment of various fees and services; records transactions and issues receipts; balances cash drawer; and forwards revenues as appropriate.

Communicates with law enforcement administrators: makes and receives calls from local and surrounding attorneys regarding criminal and civil complaints and summons in which defendants must file a response; communicates with the Clerk's Office, District Attorneys, and surrounding law enforcement officials regarding the prosecution of criminal and civil offenses, dispositions, garnishments, appeals, and other legal questions.

Serves as liaison: serves as liaison between the Civil/Warrant Division and the Bulloch County Jail, courts, Clerks Office, and the Attorney's Office; enforces rules and regulations; monitors inmate activity while maintaining security and safety; submits incarceration paperwork on individuals with child support lockup orders, warrants, sentencings, and other civil and criminal court cases.

Processes 10-13 Orders: processes 10-13 Orders to apprehend and transport mentally ill patients, alcoholics, and drug dependent individuals; arranges to have deputies pick up 10-13 individuals at home or jail and transport them to a mental institute or treatment program per judge's orders.

Logs 10-13 transportation entries: inputs all mental health patient (10-13) transports into the Georgia Sheriff's Association website portal; creates and submits transport incident report, including times and mileage, into the Bulloch County Sheriff's Office Portal.

Assists Sheriff with the Sheriff's Oath of Office: assists the Sheriff with swearing in of all newly hired law enforcement officials for the city and County; maintains a log of all sworn individuals; schedules the appointments for each individual to be sworn; creates sworn certificates and files a copy of each.

Assists State and Magistrate Court Security and Notary: assists in maintaining order and security in the State and Magistrate Courts; opens court by announcing the entrance of the judge; secures the jury room and courtroom after the jury releases; carry out the instructions of the judge.

Performs related clerical support: types and sends email messages and screens incoming email messages; and copies and distributes forms, reports, correspondence, and other documentation.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in clerical or office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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

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