



Administrative Assistant (9902)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 12

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide specialized administrative and secretarial functions to division or department managers in support of departmental operations.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the third level in the Administrative Support series. Incumbents in this classification require a higher level of knowledge about multiple departmental operations, perform a broader array of administrative support functions, and require more independence in determining the method and sequencing of tasks and responsibilities.

Typical Duties

Relieves management staff of routine administrative tasks: screens telephone calls, mail, and other communications and initiates appropriate action/response; records dictation; types, composes, types, edits, or proofreads correspondence on behalf of management staff; records and/or transcribes correspondence, statements, minutes, or other information; and keeps management informed of significant matters, messages, documentation, or other information.

Serves as liaison between the assigned department and other departments/divisions, staff members, County officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information: interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; and circulates documentation to appropriate departments.

Maintains calendar/schedule of activities for the assigned manager and department/division: schedules and confirms appointments, meetings, interviews, conferences, training activities, or other activities; updates calendar on a regular basis; and notifies parties involved of changes.

Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations: summarizes data, performs routine data analysis, and prepares reports; and conducts research of department files, legal records, database records, electronic data sources, internet sites, hardcopy materials, or other sources as needed.

Maintains file system of various files and records for assigned area: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; and conducts records maintenance activities in compliance with guidelines governing record retention.

Distributes documentation between department/staff members and internal/external individuals/agencies: operates fax machine to send/receive documentation; distributes/delivers incoming faxes, subpoenas, mail, or other documentation to appropriate personnel; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages and delivers to appropriate personnel; processes outgoing mail; and copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.

Manages inmate accounts: creates individual accounts for each inmate; registers monies taken during booking; charges inmate accounts for medical services, processing fees, property damage, and other services and fees; adds incoming money orders to accounts; answers questions about inmate accounts from inmates, family members, and the public; balances accounts and statements; oversees and accounts for commissary credits; maintains reports on inmate accounts for the Sheriff's Office and auditors; oversees operation and maintenance of lobby and dorm-kiosk cashiers; assists the public with the lobby cashier; maintains supply of related forms; and provides indigent inmates with undergarments and writing material.

Assists Human Resources: maintains time card software; makes adjustments and any needed corrections to employees' time records; tracks and records time spent on work, vacation, sick, bereavement, etc.; tracks military pay; trains employees on time card software updates; completes bi-weekly reports of time records for the County office; and serves as Human Resources liaison.

Assists United States Marshalls Service: serves as USMS liaison; communicates daily with USMS offices in the Southeast Georgia Region regarding inmates housed by the County for the USMS; schedules transports for USMS inmates and follows up on their delivery; prepares monthly invoices for relevant services; provides copies of invoices to the County; receives, signs, and returns detainers for USMS inmates; and assists with other activities relating to USMS inmates as needed.

Manages the gas port: ensures the gas port is well maintained; obtains bids from fuel providers for fuel; orders fuel as needed; communicates with the software and mechanical providers regarding gas port updates or advisements; provides gas port reports to the County office; orders, programs, and issues "smart cards" for all Bulloch County employees authorized to use the gas port; maintains a log of gas port usage; and maintains records for Environmental Protection Agency inspection.

Processes billing documentation: verifies information for billing of inmates from outside agencies; invoices outside agencies for housing their inmates; receives and documents payments for inmate housing; maintains records of inmate housing invoices and payments for the required retention schedule; and informs outside agencies of housing policies and fees.

Serves as jail medical liaison: works closely with the Sheriff Captain, Detention to ensure the medical company complies with policies and procedures; reviews medical bills and rejects invoices for services not provided during incarceration; forwards approved bills for repricing and submits for payment; assists the Sheriff Captain, Detention in interviewing prospective employees in the medical department; manages nursing and medical staff records; reviews prescription bills and ensures correct payments; verifies billed prescriptions are for currently incarcerated inmates; and reviews all medical company statements.

Administers warrants: ensures warrants are executed and that all paperwork related to warrants and bonds is delivered to Court; enters warrants into the appropriate database; processes writs and orders of Fieri Facias (FIFA); processes levies on properties or persons when judgement cannot be paid; delivers and provides Court officials with all necessary paperwork regarding the processing of warrants and bonds.

Receives payments: collects cash bonds, fines for bad checks, and service fees; issues receipts and logs payments.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by three years of experience providing administrative and clerical support in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Depending on area of assignment, may be required to possess and maintain Underground Storage Tank A/B Operator certification.

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 work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

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, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

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: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. 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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