



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Office Specialist – Professional Development Unit	NEW: _____	REVISED: _____
	(Please check one)	X
REPORTS TO: Administrative Deputy	FLSA: Non-Exempt	DATE: 01/20
DEPARTMENT: Sheriff		JOB CODE: 600

SUMMARY:

Under general supervision of the Administrative Deputy, updates and maintains job applications for posted positions; communicates with other hiring personnel, Boone County Human Resources, and applicants; assists with information requests; schedules or coordinates the scheduling of testing, interviews, and other appointments throughout the selection process; and serves as administrative and clerical support for all steps of the selection process of the Boone County Sheriff's Department.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Receives, reviews, and processes employment applications and addendums for positions with the department.
- Generates and transmits records requests (e.g., military records, tax transcripts, etc.) to the proper agencies/entities.
- Obtains preliminary criminal history reports for applicants.
- Serves as a primary point of contact for applicants and refers applicants to the appropriate personnel as needed and provides instruction to applicants regarding the selection process.
- Contacts applicants for needed documentation not accompanying application.
- Obtains, verifies, and records typing test scores of applicants.
- Schedules applicants for appointments throughout the selection process.
- Assigns exam to applicants and records exam scores.
- Maintains schedule for each hiring process (e.g., exams, oral boards/interviews, computer voice stress analysis (CVSA) testing, medical appointments, etc.).
- Tracks the progression of applicants throughout the selection process for each position.
- Notifies applicants of their removal from the selection process.
- Regularly communicates updates with other personnel involved in the selection process.

- Exercises proper discretion in the handling of confidential or protected information.
- Assists in the development, selection, and acquisition of recruiting and selection materials.
- Attends and assists with applicant testing.
- Creates and/or prepares reports and other documentation as needed regarding the selection process.
- Performs a variety of office work; receives/transmits email messages; prepares letters and other written correspondence; receives, completes, and processes other forms and documents as needed; answers phone calls; operates office equipment; etc.
- Receives, sorts, copies as needed, and attaches incoming and/or outgoing mail to proper application packets.
- Securely maintains records regarding selection processes and applicants.
- Participates in department recruitment and community relations activities as directed.
- Assists with training of newly hired employees.
- Cross-trains on essential functions of other positions in the Services Branch.
- Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of legal processes and terminology.
3. Knowledge of the criminal justice system in the State of Missouri.
4. Knowledge of filing and electronic record keeping systems.
5. Ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
6. Ability to learn and apply documents and terminology affecting assigned functions.
7. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
8. Ability to effectively respond to questions from groups of managers, other county employees, other entities, and the general public.
9. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
10. Ability to work independently and as part of a team.
11. Ability to multi-task and successfully prioritize a large workload.
12. Ability to maintain a high level of accuracy and attention to detail.
13. Ability to become MULES certified within six (6) months of hire.
14. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
15. Skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
16. Skill in writing reports and business correspondence.
17. Skill in keyboarding and the use of standard office equipment.
18. Expert skill in maintaining confidentiality and handling confidential information.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. At times, the position will be required to work outside the office to assist with recruiting events such as job fairs.

This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

High school diploma or GED; must be 18 years of age or older; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last two (2) years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to 20/40 in at least one eye; must possess a valid operator's license at time of application and a valid Missouri operator's license at time of appointment; must be able to obtain MULES certification. Applicant must pass a pre-employment drug screen, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

At least two (2) years relevant clerical experience or an equivalent combination of education and experience.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.