



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Administrative Deputy **NEW:** **REVISED:** (Please check one)

REPORTS TO: Services Captain **FLSA:** Exempt **DATE:** 01/24

DEPARTMENT: Sheriff **JOB CODE:** 203

SUMMARY:

Under general supervision of the Services Captain, the Administrative Deputy trains and supervises personnel within the Records, Warrants, Civil Process, and Evidence Units of the Boone County Sheriff’s Office. Serves as a department liaison for issues related to human resource management, worker’s compensation, and liability claims. Maintains department personnel records, which includes personnel files and training records.

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.*

- Supervises and trains Services Branch support staff assigned to the Records, Warrants, Civil Process, and Evidence Units of the department.
- Creates and coordinates work schedules and calendars.
- Coordinates and assists in the hiring process of Services Branch employees.
- Coordinates and conducts ongoing training for both current support staff and new employees.
- Develops and maintains internal operation manuals for areas of responsibility.
- Acts as a liaison to newly hired employees within the department.
- Completes employment status change forms for employees.
- Assists with the selection, hiring, and onboarding process for department employees.
- Acts as records custodian for all departmental records.
- Coordinates employee drug testing program.
- Serves as the department point of contact and liaison for FMLA, worker’s compensation, and liability claims, which includes providing required forms, and the maintenance of department related records.
- Acts as liaison between the department and the Human Resources Risk Management Specialist, insurance companies, medical offices, and employees.
- Maintains training records for department employees.
- Reports changes in the status of POST licensed personnel to the Missouri Department of Public Safety as needed.
- Coordinates Deputy Sheriff commissions issued by the Boone County Sheriff.

- Provides guidance to staff on the service of process, which includes the levy, seizure, and sale of personal and real property on general execution and court orders.
- Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, the public, and other organizations that foster effective communication.
- Receives and responds to subpoena requests for records; delivers records per subpoena to court hearings or depositions.
- Receives, verifies, and deposits monies as required.
- Acts as liaison between the department and insurers and/or legal counsel regarding litigation involving the department.
- Performs the duties of a Records Specialist, Warrants Specialist, Warrant Supervisor, and Civil Process Specialist as needed.
- Cross-trains on essential functions of other positions in the Services Branch.
- Performs all other duties as assigned.

KNOWLEDGE & SKILLS:

1. Knowledge of the criminal justice system in the State of Missouri.
2. Knowledge of POST Certification requirements.
3. Knowledge of the Family Medical Leave Act (FMLA), worker's compensation and liability policies and procedures.
4. Knowledge of legal processes and terminology.
5. Expert knowledge of filing and electronic record keeping systems.
6. Ability to efficiently operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
7. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
8. Ability to become MULES certified after six (6) months of hire.
9. Ability to become a Notary Public within six (6) months of hire.
10. Strong ability to work independently and as part of a team.
11. Strong ability to meet deadlines; accept direction; carry out directives; and follow instructions.
12. Expert ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
13. Expert ability to monitor, direct, and supervise the work of others.
14. Expert ability to maintain a high level of accuracy and attention to detail.
15. Expert ability to multi-task and successfully prioritize a large workload.
16. 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.
17. Skill in writing reports, business correspondence, and procedure manuals.
18. Skill in effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
19. Expert skill in the application of departmental, state, and federal guidelines, rules, and statutes to perform essential functions of position.
20. Expert skill in discretion and maintaining confidential information.

21. Expert skill in handling stressful situations, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
22. Also responsible for the knowledge and skills required of a Services Specialist Supervisor to include:
 - a. Knowledge of legal processes and terminology.
 - b. Knowledge of the criminal justice system in the State of Missouri.
 - c. Strong knowledge of filing and electronic record keeping systems.
 - d. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
 - e. Ability to work independently and as part of a team.
 - f. Ability to lead, supervise, provide constructive guidance, and effectively evaluate the work of others.
 - g. Ability to become MULES certified within six (6) months of hire.
 - h. Ability to become a Notary Public within six (6) months of hire.
 - i. Strong ability to multi-task and successfully prioritize a large workload.
 - j. Strong ability to maintain a high level of accuracy and attention to detail.
 - k. Strong ability to utilize sound reasoning, as well as ability to make sound decisions.
 - l. Strong ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
 - m. Strong 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.
 - n. Strong ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
 - o. Strong ability to learn and apply documents and terminology affecting assigned functions.
 - p. Strong ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
 - q. 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.
 - r. Skill in writing reports, business correspondence, and procedure manuals.
 - s. Skill in keyboarding and the use of standard office equipment.
 - t. Advanced skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
 - u. Expert skill in maintaining confidentiality and handling confidential information.
23. Also responsible for the knowledge and skills required of a Services Specialist – Civil Process Unit, to include:
 - a. Knowledge of legal processes and terminology.
 - b. Knowledge of the criminal justice system in the State of Missouri.
 - c. Knowledge of filing and electronic record keeping systems.
 - d. 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.

- e. Ability to learn and apply Sheriff's Office, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
 - f. Ability to learn and apply documents and terminology affecting assigned functions.
 - g. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
 - h. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
 - i. Ability to work independently and as part of a team.
 - j. Ability to multi-task and successfully prioritize a large workload.
 - k. Ability to maintain a high level of accuracy and attention to detail.
 - l. Ability to be MULES certified within six (6) months of hire.
 - m. 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.
 - n. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
 - o. Skill in keyboarding and the use of standard office equipment.
 - p. Expert skill in maintaining confidentiality and handling confidential information.
24. Also responsible for the knowledge and skills required of a Services Specialist – Civil Process Unit, to include:
- a. Ability to learn and apply knowledge of:
 - i. legal processes and terminology.
 - ii. The criminal justice system in the State of Missouri.
 - iii. Filing and electronic record keeping systems.
 - iv. Missouri Sunshine Law, conceal and carry laws, and other law pertinent to the assigned functions.
 - v. Department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
 - vi. Documents and terminology affecting assigned functions.
 - b. 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.
 - c. Ability to effectively respond to questions from groups of managers, other county employees, other entities, and the general public.
 - d. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
 - e. Ability to work independently and as part of a team.
 - f. Ability to multi-task and successfully prioritize a large workload.
 - g. Ability to maintain a high level of accuracy and attention to detail.
 - h. Ability to be MULES certified within six (6) months of hire.
 - i. 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.

- j. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
 - k. Skill in writing reports and business correspondence.
 - l. Skill in keyboarding and the use of standard office equipment.
 - m. Expert skill in maintaining confidentiality and handling confidential information.
25. Also responsible for the knowledge and skills required of a Services Specialist – Warrants Unit, to include:
- a. Knowledge of legal processes and terminology.
 - b. Knowledge of the criminal justice system in the State of Missouri.
 - c. Knowledge of filing and electronic record keeping systems.
 - d. 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.
 - e. Ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
 - f. Ability to learn and apply documents and terminology affecting assigned functions.
 - g. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
 - h. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
 - i. Ability to work independently and as part of a team.
 - j. Ability to multi-task and successfully prioritize a large workload.
 - k. Ability to maintain a high level of accuracy and attention to detail.
 - l. Ability to utilize sound reasoning, as well as ability to make sound decisions.
 - m. Ability to work well with other employees, entities, and the public.
 - n. Ability to be MULES certified within six (6) months of hire.
 - o. Ability to become a Notary Public within six (6) months of hire.
 - p. 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.
 - q. Skill in writing reports and business correspondence.
 - r. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
 - s. Skill in keyboarding and the use of standard office equipment.
 - t. Expert skill in maintaining confidentiality and handling confidential information.

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. 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;
- Five (5) years of progressively responsible clerical experience in an automated office environment, or an equivalent combination of education and experience;
- One (1) year of supervisory experience;
- 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;
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling;
 - oral and written communication;
 - reading comprehension.
- Applicant must pass a pre-employment drug screen.
- Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

Experience as an Executive Assistant or Office Manager that includes supervisory duties. Experience working in human resources, risk management, and/or law enforcement. At least two years of undergraduate studies, preferably in business administration or related field.

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