



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Deputy</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Captain</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Boone County Sheriff's Department</u>	JOB CODE: <u>203</u>	

SUMMARY:

Under limited supervision, the Administrative Deputy oversees, supervises, and administers personnel and operational activities 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.)*

Supervises, manages, trains, disciplines and orients Services Division support staff including the Records Specialists, Warrants Specialists, Warrant Supervisors, Civil Process Specialists, and Evidence Custodians; assigns and monitors work; creates and coordinates work schedules and calendars; coordinates and assists in the hiring and interview process of Services Division employees; maintains hard and electronic copies of Sergeant folders; coordinates and conducts ongoing training for both current support staff and new hires; develops and maintains internal operation procedures; motivates employees to drive job performance and administers disciplinary measures; conducts quarterly performance reviews; resolves problems; schedules and approves leave requests.

Acts as liaison to all newly hired employees within the Sheriff's Department and the Boone County Jail; completes department onboarding process and paperwork with new hires; fingerprints all new hires; completes all status changes and Personnel Action Forms for new hires and terminations; verifies employment of previous or current employees.

Receives and reviews all Sheriff's Department applications for employment; routes back applications and sends letters to unsuccessful applicants; completes initial criminal history checks; assists in background investigations and Computer Voice Stress Analyzer

administration; assists in the scheduling of applicant testing and interviews; schedules and maintains department training room and conference room calendars.

Acts as records custodian for all departmental personnel files; coordinates all department drug testing; responds to employee FMLA requests and provides required paperwork; tracks and maintains the department FMLA leave records and maintains applicable files.

Enters, tracks, and maintains Department of Public Safety POST continuing education requirements for Deputies and other Boone County commissions; reports all new and terminated Deputies; issues cards and tracks Deputy Sheriff commissions; completes and sends required reports to POST every three-year reporting period.

Serves as coordinator for all Boone County Sheriff's Department Worker's Compensation and liability claims; submits all Worker's Compensation and liability claims for the department and maintains appropriate records and files; acts as liaison between the Boone County Sheriff's Department and the Human Resources Risk Management Specialist, Insurance Companies, medical offices, and employees; ensures all departmental incidents are properly investigated and recorded; prepares documentation and coordinates and communicates with all parties; maintains records for safety training and safety programs.

Directs, assists officers, and renders decisions regarding service of process, which includes the levy, seizure, and sale of personal and real property on general execution and court orders; coordinates and determines if property can be legally acquired; works and communicates with appraisers, attorneys, courts, and all parties involved in the seizure; prepares required court documents; maintains applicable files; receives and monitors monies.

Serves on committees, attends meetings, appears before the Boone County Commission, and handles special projects as directed by the Elected Boone County Sheriff; acts as liaison between the Boone County Sheriff's Department and insurers and legal advisors in lawsuits involving the department; votes on policies and procedures proposed by Administration and assists in implementation of new and current policies and procedures.

Prepares and sends priority reports and citations to the Boone County Prosecuting Attorney; responds to Missouri Sunshine Law requests as needed; responds to records checks from law enforcement as needed.

Cross-trains and performs job duties of vacant positions and absent employees within the department as needed and required to maintain work flow and scheduling needs.

Performs all other duties as assigned.

KNOWLEDGE & SKILLS

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.

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

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; and hearing and speech to communicate in person and over the phone.

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 side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs and transporting over significant distances, squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional law enforcement office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, radios, photocopiers, large format printers and scanners, binding machines, hand-held 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.

QUALIFICATIONS:

High School Diploma or GED; five years of clerical experience in an automated office environment plus one year of accounting or bookkeeping experience, or an equivalent combination of education and experience; one year of supervisory experience; must be 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator’s license at time of application and a valid Missouri Operator’s license at time of appointment. Applicant must pass a pre-employment drug screen and must have the ability to type 35 net WPM.

PREFERRED QUALIFICATIONS:

Experience working in Human Resources, Risk Management, or in Law Enforcement.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)