

JOB DESCRIPTION

Essex County, VA

Job Title	Officer Manager
Department	Sheriff Office
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Major or Sheriff
Supervises:	Supervises Warrant Clerk

JOB SUMMARY/PURPOSE

This position performs responsible supervisory, administrative and clerical work in Essex County Sheriff's Office and serves as Administrative Assistant to the Sheriff. This position handles payroll, invoicing and assists with the budget process for the Sheriff office and serves as records clerk when citizens request copies of law enforcement reports. As records clerk the position is responsible for entering information in to the VCIN/NCIN and Incident Based Reporting (IBR) system and oversees the warrant process through Warrant Clerk or administering it themselves. The Office Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Prepares and submits bi-weekly payroll for all employees in the Sheriff's Office, including maintaining the accuracy of personal leave and time records and monthly work schedules;
- Prepares correspondence for the Sheriff and maintains the Sheriff's calendar;
- Assists with purchasing for staff and manages invoicing and coding items for payment to match purchase orders; in charge of ordering all office supplies;
- Prepares reports for Virginia compensation board reimbursements for staff approved by the Board;
- Assist in the annual budget development for the Sheriff by maintaining records of past expenditures, researching costs for new items as necessary, state reimbursements, etc.;
- Handle FOI requests for car accident reports and other law enforcement reports requested by citizens, insurance companies, attorneys, or others;
- Receives law enforcement reports from the Captain or Major and enters them into the IBR system to ensure compliance with State and Federal regulations; also enters warrant information, court orders, civil papers, and evictions into the IBR system;
- Ensures all warrants and civil documents, gun permits are processed properly and returned to the proper court in a timely manner, which includes the paperwork related to evictions;

- Supervises the Warrant Clerk to assist with all processing of warrants, gun permits, eviction notices, civil documents, etc. and that they are transmitted to the appropriate parties for administration;
- Maintains and updates personnel information in the State system of all officers' personnel and training records at the State Police Academy and all recertifications;
- Schedules training and submits paperwork for the Sheriff's Office at the Criminal Justice Academy;
- Maintains personnel files of all Sheriff employees and prepares all new-hire personnel paperwork related to the Sheriff's Office;
- Balances various separate accounts for the Sheriff's Office, including paying for items and depositing funds with the Treasurer's office;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;
- Continue training; keeping current with law enforcement regulations and VCIN/NICN & IBR to maintain certifications;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

Associates Degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Over (3) years of experience as office manager or administrative assistant with law enforcement or court experience

Licenses or Certificates:

- Must be certified through VCIN/NCIC and IBR within first year of employment;
- Criminal background check required

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment, practices and procedures and terminology related to law enforcement and court documents;
- Knowledge of or ability to learn Incident Based Reporting (IBR) system and VCIN/NCIN systems including confidentiality of information;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office and the county policies and procedures;
- Some Knowledge of effective supervision practices;
- Knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling;
- Some knowledge of payroll record keeping, purchasing and invoicing processes, and basic budgeting and reimbursement process;
- Working knowledge of database management systems for data entry procedures
- Skill in operating a personal computer and associated office software;

- Skills in bookkeeping and accounts payable;
- Ability to work independently and with others;
- Ability to process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with vendors, attorneys, citizens, county official, state official, employees, and representatives of other public agencies;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to effectively collect information and respond to questions from the public and deal courteously with the public under stressful conditions;
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make sound judgments and decisions based on established office policies and procedures
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
- Ability to supervise and assign tasks

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, phones,				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-Dealing with confidential information			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).