

## JOB DESCRIPTION

JOB TITLE: <b>OFFICE ASSISTANT III</b>		
INCUMBENT:		CLASSIFICATION CODE: 6258
DATE: April 5, 2005	DEPARTMENT: <b>SHERIFF</b>	DIVISION:
EMPLOYEE GROUP: OPEIU, Local 35		FLSA STATUS: Non Exempt
PAY SCHEDULE: Represented	PAY GRADE: 5	EEO CATEGORY:
<p><b>POSITION SUMMARY:</b> (Describe the general nature and level of work performed by this position.)</p> <p>This position is responsible for departmental telephone and visitor reception duties, support activities for the Civil Process Division, data entry for internal level II reports and other supportive clerical duties for the Sheriff's Department.</p>		

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE, Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (\*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

45% Performs support activities for the Civil Process Division including verifying residency, court dates, review filings for accuracy, respond to inquiries from attorneys and the public on status and procedures and sheriff sales, and collect appropriate fees. In the absence of the process server, assumes some duties such as establishing deadline for service, assemble packets for patrol service, complete certificate of service or affidavit, and prepare statements for mail payments. Reviews and follows up on non-collected civil process invoices.

20% Answers and assists incoming non-emergency telephone callers or routes calls to appropriate party. Serves as receptionist, greeting visitors, announcing arrival or receives and distributes various department papers, forms and materials.

20% Performs data entry of internal level II reports, including warnings, 15 day reports, citations, tow history, and property.

15% Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

This position requires a fairly independent worker who can perform tasks upon completion of training, following established procedures without constant direction.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements:** (Include certificates, licenses and/or registrations required.)

High school diploma

**Experience Requirements:**

Two years prior work experience of a similar nature is preferred.

**Knowledge, Skills and Abilities:**

Ability to represent the department with excellent verbal communication skills

Ability to multi-task and establish priorities

Skills in time management

Knowledge of office procedures and ability to use equipment

Skill in basic math concepts

Skill in data entry at a reasonable speed.

Skills in record keeping and filing.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Inside office work in a professional setting. Work environment may periodically become fast paced. Position is uniformed.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_