

Job Title: Office Support Supervisor
Department: Sheriff's Office
Classification: 9
Reports to: County Sheriff
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
FLSA Status: Non-Exempt
Last Reviewed: 02/2025

Nature of Work:

This position is responsible for the clerical administrative management and supervision of all Administrative Support staff and is the Administrative Assistant to the Sheriff. This position is required in the department's operation so that the administrative functions of all divisions of the Sheriff's Office are carried out in an efficient, organized, and reliable manner.

Communicates with:

Internally – All Sheriff's Office staff.

Externally – Federal/State/county/city entities and public.

Supervision:

Records Technician

Civil Process Specialist

Administrative Support Specialist

Essential Work Functions:

- Directs administrative staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares statistical reports for sheriff as needed to include monthly reports, annual reports, crime activity reports for townships, county crime activity report, etc.
- Creates, edits and publishes all Sheriff's Office social media content, while ensuring communication is published timely and accurately.
- Manages all body camera and squad camera data requests for the public, county attorney, and other agencies as dictated by statute.
- Interprets and applies complex statutes, rules and case law for the support staff.
- Responsible for all confidential correspondence for sheriff, chief deputy and sergeants.
- Serves as Data Practices Designee for the Sheriff's Office and authorizes the release of information.
- Maintains and oversees record retention, computer replacement and asset inventory programs.
- Transcribes letters, interviews, and statements.
- Performs general administrative duties, including monitoring and ordering office supplies, preparing memos, and processing invoices and purchase orders for payment.
- Sends monthly reports to the BCA and CIS.

Other Work Functions

- Performs any other duties as assigned by the Sheriff to meet the needs of the office.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or Associate degree.
- Three (3) years of relatable experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- BCA Certification.
- Data Practices training.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and communication skills both oral and written.
- Self-motivated with a high level of initiative.
- Excellent organizational skills and time management skills.
- Exceptional attention to detail.
- Ability to effectively supervise staff and foster a productive work environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision				X
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions	X			
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____