

Job Title: Administrative Specialist I
Department: Sheriff's Office
Classification: Grade 2
Reports to: Sheriff
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position receives, assists, and directs agency visitors, phone calls, or paperwork to appropriate department staff or resources after determining needs and issues. It performs transcription of reports and statements, processes gun permit applications, enters state and administrative citations and provides support services to agency personnel as needed.

Communicates with:

Internally – All Sheriff/Jail staff.

Externally – State and county entities, vendors and the public.

Supervision:

N/A

Essential Work Functions:

- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, general assistance with applications, taking detailed messages, and providing timely follow-up as needed.
- Performs general administrative duties, including transcription of statements and reports.
- Reviews and verifies all permits holders for the county residents in the state system.
- Provides administrative support for the Sheriff's office including processing administrative and state traffic citations, regulated animal applications and liquor license renewal applications.
- Assists Investigative Sergeant with entry of predatory offender information into records management system.
- Coordinates Kindergarten Fingerprinting program with all area schools.
- Receipts monies received into appropriate accounts weekly and forwards to Auditor/Treasurer Office for deposit.
- Codes and e-files appropriate traffic citations in records management system. Correcting errors in information entered in the computer.
- Coordinates transports.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- A minimum of 1 year of administrative experience
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- BCA Certification
- Experience with Microsoft Office Suite
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to pass all position required backgrounds, drug/alcohol

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		
Light (Under 10 pounds of force)		X		
Challenging or threatening behaviors		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: _____