



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Deputy</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Captain</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: 203	

DEFINITIONS:

With limited supervision, administer the personnel and some operational activities for the Boone County Sheriff’s Department. Supervise the Records Specialists, Warrants Specialists, Civil Process Specialists, and Evidence Custodians. Coordinate human resources functions through hiring, interviewing and background investigations.

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.)*

Supervise, train and orient staff pertaining to the positions of: Records Specialists, Warrants Specialists, Civil Process Specialists, and Evidence Custodians. Hire and review performance of support staff in addition to assigning and monitoring work performed. Resolves problems, schedules, monitors and approves vacation and sick leave. Receive and review all Sheriff’s Department applications for employment. Schedule and attend interviews; complete background investigations to include CVSA. Act as liaison with new hires and other agencies for employment verification. Assist new hires with paperwork and process status change forms for new hires and resignations.

Track and maintain POST continuing education requirements for Officers. Oversee risk management for the Department; maintain records of safety training and or programs. Ensure all incidents are properly investigated. Coordinate Sheriff’s Department injury, liability and workman’s compensation claims by maintaining files, preparing documentation and acting as the liaison with the insurer. Track, respond to and maintain hard files for FMLA leave requests. Issue and track Deputy Sheriff Commissions. Schedule and maintain training and conference room calendars. Serve on committees, work on special projects, attend meetings as directed, vote on policies and procedures proposed by Administration and insure proper implementation.

Act as custodian of records for personnel, incident and arrest. Direct officers and render decisions regarding service of process, particularly levy, seizure and sale of personal and real property on general execution and court orders. Determine if property can be legally acquired; work with appraisers, attorneys and parties involved in the seizure and prepare documents and maintain files pertaining to acquisitions. Act as liaison with legal advisors in lawsuits involving the department.

KNOWLEDGE AND SKILLS:

1. Good knowledge of Boone County Sheriff's Department relating to procedures and confidentiality of information.
2. Skill in interpreting instructions furnished in writing, orally, by diagram or schedule form.
3. Skill in reading, analyzing, problem solving and interpreting procedures, statutes and other legal publications and government regulations.
4. Skill in writing reports, business correspondence and procedure manuals.
5. Skill in providing customer service to public that may be upset by the law enforcement system.
6. Skill in effectively presenting information and responding to questions from groups of managers, clients, customers and the general public.
7. Skilled in adding, subtracting, multiplying and dividing all units of measure, using whole numbers, common fractions and decimals.
8. Skill in computing rate, ration and percent and to draw and interpret bar graphs.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, and four years of related experience; or an equivalent combination of education and experience; ability to type 35 words per minute in automated office environment; must possess a clear criminal history.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)