

Executive Assistant, Sheriff's Office

Salary

\$52,572.00 Annually

Location

Cumming, GA

Job Type

Full-time

Job Number

03239

Department

Sheriff's Office-Administration

Opening Date

01/10/2025

Closing Date

2/10/2025 11:59 PM Eastern

Position Information

The purpose of this classification is to perform highly responsible administrative/secretarial work associated with providing administrative support on behalf of the Sheriff at the highest executive level of the Sheriff's Office.

Job Summary

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, training, guidance and assistance to employees; coordinates projects and daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Coordinates daily work activities, organizes, prioritizes and delegates work; monitors status of projects/workflow and troubleshoots problem situations; works to independently resolve problems and initiates appropriate action/response; coordinates communications and conveys information among executive personnel; coordinates, conducts, or attends staff meetings to review plans, progress, budgets, and other activities; conducts special projects as needed.

Provides executive support to the Sheriff, Sheriff's Offices, as well as other County executive staff; relieves executive staff of routine administrative tasks; screens calls, mail, and e-mail messages and initiates appropriate action/response; composes, types, edits, or proofreads correspondence on behalf of executives; records and/or transcribes dictation; keeps executives informed of significant matters, messages, documentation, or other information; conducts special projects as needed.

Coordinates and assists with processing of a variety of documentation associated with the Sheriff's Office within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; maintains computerized and/or hardcopy records.

Provides administrative support and coordination for various meetings at the executive management level, prepares meeting agenda documents; coordinates meeting facilities, equipment, and refreshments; prepares and distributes agendas, meeting notices, meeting packets, and related documentation; records and/or transcribes meeting minutes; distributes meeting minutes.

Coordinates calendar activities for the Sheriff, and/or executive staff; schedules appointments, meetings, conferences, hearings, or other activities; updates calendar on a regular basis and notifies parties involved of changes; distributes calendar regarding meetings and other events.

Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff.

Maintains calendar for conference rooms and meeting rooms; reserves use of rooms for the Sheriff's Office, County departments or other agencies

Performs customer service functions; provides information/assistance regarding Sheriff's Office, County services, activities, procedures, timeframes, documentation, fees, or other issues; distributes forms/documentation as requested; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.

Conducts research of department files, court/legal records, database records, electronic data sources, hardcopy materials, Internet sites, or other sources as needed.

Types, composes, transcribes, prepares, or completes various forms, reports, correspondence, lists, charts, performance evaluations, purchase requisitions, purchase orders, statistical reports, meeting notices, agendas, meeting minutes, notices, proclamations, resolutions, legal documents, or other documents.

Receives various forms, reports, correspondence, logs, lists, schedules, calendars, invoices, statistical data, time sheets, minute books, catalogs, laws, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature, maintains professional affiliations; participates in continuing education activities; attends seminars, workshops and training sessions as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, bookkeeping, case management, presentation, desktop publishing, calendar, Internet, e-mail, or other programs.

Maintains file system of various files/records for the Sheriff's Office; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Plans events such as groundbreaking ceremonies, dedication ceremonies, or other activities; coordinates framing of certificates, maps, or other documents.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; retrieves messages from voice mail; initiates and returns calls as necessary.

Interprets, applies and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Communicates with County officials, Board members, executive staff, County and Sheriff's attorneys, vendors, the public, state/federal agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings as needed; serves on committees and makes presentations as needed; prepares and mails meeting notices.

Maintains confidentiality of departmental documentation and issues.

Performs notarization of documents as needed.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, updating department documentation, sorting/distributing incoming mail, processing outgoing mail, or copying audiotapes of meetings.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED; supplemented by college level course work or vocational training in government administration, office administration, and personal computer operations; supplemented by five (5) years of progressively responsible experience and/or training that includes administrative oversight with work at an executive/senior level, and/or office administration (preferably in a municipal environment), customer service, record management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Will be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. Must possess and maintain a valid State of Georgia driver's license. May require possession and maintenance of valid State of Georgia Notary Public certification.

Duties involving handling of cash funds may require ability to be bonded. Typing speed of 30 words per minute required.