

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> ADMINISTRATIVE ASSISTANT III	<b>Department:</b> Sheriff
<b>Immediate Supervisor's Position Title:</b> Chief Deputy	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt 14
<b>Original Description Date:</b> June 2002 (Confidential Secretary)	<b>Revised Date:</b> July 2018
<b>Oversight Committee:</b> Law Enforcement & Emergency Management Committee	<b>Approved Date:</b> July 2018
<b>Approved by:</b> Human Resources	<b>Approved Date:</b> July 2018

**Job Summary:**

Under the direction of the Chief Deputy, this position is responsible for providing office management services and administrative assistance to the Sheriff, Chief Deputy and Emergency Management Director. Ensures all policies, rules, regulations, orders, procedures and directives are enforced and implemented. This includes directing the records division staff, maintaining administrative services and the creation and maintenance of all office records. Ensures organizational effectiveness and efficiency.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs duties related to confidential matters, prepares reports, exhibits, and monitors deadlines.
2. Supports Sheriff, Civil Service Commission and Law Enforcement & Emergency Management Committee by providing clerical support in a confidential manner.
3. Assists Sheriff and Chief Deputy in development and maintenance of the department budget, evaluate, monitor and analyze expenditures to assure administrative goals and policies are met, report budgetary issues to the administration for review.
4. Research vendors and suppliers to obtain quotations and specifications for equipment and supplies, prepares and send purchase orders, verify shipping information, and invoices and prepares the same for payment.
5. Provides technical assistance, information and administrative support services to the Jail Administrator, Lieutenants, Chief Deputy and Sheriff.
6. Utilize specialized software to generate security access to law enforcement facilities, issue and delete security cards, manipulate and maintain security system database.
7. Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics. Performs clerical duties at request of the Sheriff and Chief Deputy.
8. Organizes work by reading and routing correspondence of the Sheriff and administrative staff; publishing department schedules received from the Chief Deputy, Captain and Jail Administrator.
9. Completes requests by greeting the public and businesses that deal with the department, in person or on the telephone; answering or referring inquires. Prepares and completes all public Open Record requests for information.
10. Verifies invoices for payment by verifying charges; reconciling charges; preparing monthly vouchers for approval by the Sheriff, the Law Enforcement Committee and Finance Committee.
11. Completes operational requirements by expediting work results maintaining assigned personnel records for the Sheriff; maintaining internal investigative files, Law Enforcement committee minutes, and file sensitive investigative reports. Performs clerical duties pertaining to personnel issues and responsibilities.
12. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

13. Contributes to team effort by accomplishing related results as needed or as assigned by the Sheriff or designee.
14. All other duties as assigned

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A

Major Field of study or emphasis:  
General studies, business  
accounting preferred.

**B. Licensure/Certification:**

<input type="checkbox"/> Required	<input type="checkbox"/> Preferred	<input checked="" type="checkbox"/> N/A
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**C. Required Work Experience:**

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
Three (3) years prior office experience preferred (accounting and/or bookkeeping experience highly preferred).	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Knowledge of office practices and procedures, terminology and equipment.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication, moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment.
- Must be able to meet deadlines, work accurately and efficiently, and work cooperatively with difficult people, stressful and adversarial environment.
- Ability to perform job duties accurately and effectively without constant supervision or specific assignment.
- Ability to compile, analyze, record and assemble data and information in a meaningful and effective manner.
- Proficient user of MS Office Suite products.
- Experience with various types of databases; with the ability to navigate through various systems
- Ability to maintain a high level of accuracy in preparing and entering information.
- Ability to maintain strict confidentiality in all department matters.
- Excellent time management skills.
- Ability to compile, analyze, record and assemble data and information in a meaningful and effective manner.
- Strong communication skills with a high level of customer service orientation
- Possess strong character traits, including being honest and trustworthy, respectful, having awareness and sensitivity for cultural diversity and being flexible.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

Is considered an individual contributor and is responsible for own work assignments. May provide training or assistance to others.

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.