

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

|                                                                       |                                                           |
|-----------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Position Title:</b><br>LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT II | <b>Department:</b><br>Sheriff                             |
| <b>Immediate Supervisor's Position Title:</b><br>Chief Deputy         | <b>FLSA Status/Pay Classification Code:</b><br>Non-Exempt |
| <b>Original Description Date:</b><br>October 2010                     | <b>Revised Date:</b><br>August 2015                       |
| <b>Oversight Committee:</b><br>Law Enforcement Committee              | <b>Approved Date:</b>                                     |
| <b>Approved by:</b><br>Personnel Committee                            | <b>Approved Date:</b>                                     |

**Job Summary:**

The Sheriff's Office Law Enforcement Administrative Assistant performs a variety of clerical, secretarial and administrative duties to support the operations of the Vilas County Sheriff's Office. All duties and responsibilities are performed under and subject of the direction of the Sheriff and Chief Deputy.

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

1. Coordinates with the Sheriff, Chief Deputy, Captain, Lieutenants, Jail administrator, Detective Sergeants and Deputies in staff development/training programs.
2. Assigns and monitors clerical and secretarial functions.
3. Orients and trains office employees.
4. Implements office policies and procedures.
5. Organizes office operations.
6. Maintains data entry policies and procedures in the Law Enforcement (Spillman Technologies) records management system (RMS).
7. Manages civil process received by the Sheriff's office.
8. Maintains and completes monthly NIBR reporting for accuracy and completeness.
9. Transcribing officer's dictation on a daily basis.
10. Controls correspondence and manages all record requests for the Sheriff's Office.
11. Complies with auditing procedures and supplies audit firm with requested documentation.
12. Effectively liaises with other agencies, organizations, and groups.
13. Ensures all monies are collected, recorded and deposited to the County Treasurer as required.
14. Maintains office records by reviewing public record requests, and ensuring their timely completion.
15. Maintains filing systems and ensures filings are up to date.
16. Ensures protection and security of files and records, including effective transfers and retention of such.
17. Maintains office efficiency by planning and implementing office systems, layout and equipment maintenance/procurement.
18. Maintains supply inventory.
19. Assist general public.
20. Maintaining Sheriff's Office specialized computer programs, i.e. TIME system, E-referral, Badger TraCs.
21. TIME System Certification.
22. Work alongside other county government departments.
23. Sign confidentiality agreements.
24. State of Wisconsin Notary certification.
25. Maintaining controlled access to the secure area of the Vilas County Sheriff's Office.
26. Managing Department of Transportation High Visibility Enforcement grants.
27. 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 | Major field of study or emphasis: |
| <input type="checkbox"/> 2 Year College Degree                        | <input 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 |                                   |

**B. Licensure/Certification:**

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A |
|--------------------------------------------------------------------------------------------------------------|

**C. Required Work Experience:**

|                                                                        |                                                         |
|------------------------------------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> In addition to Education/Licensure | <input type="checkbox"/> Instead of Education/Licensure |
| Prior law enforcement experience preferred.                            |                                                         |

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

- Knowledge of office functions, law records, and requests for Public Record information.
- Basic record keeping and bookkeeping experience.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Ability to maintain strict confidentiality in all department matters.
- Demonstrated analytical, problem solving skills, and decision making skills.
- Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment.
- Ability to compile, analyze, record and assemble data and information in a meaningful and effective manner.
- 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 (including Spillman record system).
- 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:**

|                                        |                        |
|----------------------------------------|------------------------|
| <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.