# Administrative Assistant to the Sheriff of St. Mary’s County

**Grade: 8**

**FLSA: Exempt**

**Date: 5/18**

**Job Summary:** This position performs a variety of secretarial and administrative duties relative to support the Sheriff, who is an executive level State Official, and his Command Staff. Work requires a comprehensive knowledge of Agency rules, policies, procedures and ordinances. Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives general supervision from, and reports directly to, the Assistant Sheriff; executes a wide variety of complex tasks to facilitate efficient and effective running of the Office of the Sheriff; and performs other duties as assigned.

**Essential Functions:**

1. Manages the administrative functions of the office; organizes office workload(s) to ensure smooth and efficient operation of the position;
2. Act as liaison between the Sheriff and other employees of the Agency;
3. Disseminates and distributes agency mail and correspondence;
4. Prepares complex and routine correspondences as well as emails on behalf of the Sheriff and Command staff;
5. Schedules appointments and establish priorities of appointments. Shift and reschedule appointments, when necessary, at own discretion;
6. Prepares agendas, schedules meetings, and ensures information is circulated to the appropriate parties in a timely manner;
7. Responds to constituent inquiries on behalf of the Sheriff;
8. Maintains and manages records relevant to the Administrative Division;
9. Adherence to strict confidentiality standards;
10. Administrator for law enforcement management software;
11. Generating and issuance of agency orders to include but not limited to personnel, training and policy orders;
12. May:

* Conduct research specific to agency needs;
* Design and format presentations and flyers;
* Maintain calendars for conference/meeting/training room(s);
* Coordinate agency events such as the Citizen’s Academy, Citizen’s Advisory Board; Open Houses, Awards Program, etc.
* Schedule and coordinate Sheriff and Command Staff Travel Arrangements;
* Assist with Commission on Accreditation and Accreditation for Law Enforcement Agencies compliance standards;
* Procurement and ordering of office supplies, for events and awards programs, etc.., and
* Supervision of intern(s);

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Sheriff’s Office policies and procedures;
2. Ability to act as a representative of Sheriff’s Office to the public;
3. Expert knowledge of agency practices and procedures;
4. Adherence to strict confidentiality;
5. Ability to read and comprehend relevant documents associated with agency operations;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
7. Ability to maintain strict confidentiality in all matters pertaining to the agency;
8. Ability to prioritize and multitask;
9. Ability to complete assigned tasks accurately and in a timely fashion;
10. Ability to use available resources to research information;
11. Ability to prepare and maintain accurate records and comply with record retention requirements;
12. Ability to operate relevant computer operating systems, including hardware and software, and simple office machines.
13. Ability to work with sensitive information and maintain appropriate confidentiality;
14. Ability to pass a comprehensive background investigation.

**Education and Experience:**

1. Associates degree;
2. Three years or more of related job experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

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Employee’s Signature Date