

## **SHERIFF'S OFFICE MANAGER**

### **DEFINITION**

Under direction, to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform specialized office management, administrative and State and Federal reporting functions; to perform a variety of difficult and complex information gathering information preparation and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the position, which supervises and directs the operation of the Sheriff's support division. In addition, the position has responsibility for a variety of Department administrative, staff, and office management support functions. Responsible for processing the Sheriff's NCIC, State and Federal reporting requirements. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Sheriff's Office.

### **REPORTS TO**

Undersheriff

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Sheriff's Services Assistant I/II, Job Training personnel, and Volunteer Personnel

**EXAMPLES OF DUTIES**

- Coordinates, organizes, and supervises the department's clerical staff and administrative support functions.
- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Establishes work schedules and methods for assigned staff; evaluated assigned personnel.
- Assists with the hiring and training of new office personnel.
- Conducts NCIC, State and Federal reporting requirements.
- Responsible for purchasing and maintaining inventory of office supplies and equipment.
- Researches, compiles, and analyzes data for generating a variety of reports.
- Oversight of all incoming and outgoing Public Request Acts, (PRA's).
- Provides orientation for new employees.
- Prepares correspondence informal material, and documents.
- Maintains and updates files and databases.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Provides public information support and relations assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.
- Investigate complaints or questioned incidents regarding the Sheriff's Service Assistants.
- Monitor and assist in obtaining department contracts for service agreements and vendors.
- Oversight on record releases to the general public and governmental agencies.
- System Administrator of RIMS data system.
- Oversee the departments Asset Forfeiture program.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- County policies, rules and regulations.
- Operations, rules, policies, and procedures of the Sheriff's Office.
- Basic accounting principles and practices.
- Knowledge of Civil Process, Records Management Process and Evidence Management Process.
- Methods and procedures for purchasing of office supplies and maintaining an inventory.
- Public and community relations.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Account and statistical record keeping.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision, Training, and staff evaluation.

**SHERIFF'S OFFICE MANAGER -**

**Ability to:**

Plan, organize, and supervise the office support and specialized administrative support functions for the Sheriff's Office.

- Be responsible for the maintenance of law enforcement records.
- Provide supervision, training, and work evaluations for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing of office supplies or equipment and inventory maintenance.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Assist and oversee Sheriff's Service Assistants with daily work tasks .
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Sheriff' Office.
- Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

**SHERIFF'S OFFICE MANAGER -**

**Special Requirements:**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.