

Bottineau County, North Dakota

Job Description

Job Title: Administrative Assistant
Department: Sheriff's Department
Reports to: Sheriff

Job Status: Full-Time
FLSA Status: Nonexempt
Date: 6/12/17

Nature of Work:

Clerical responsibility for performing varied administrative support work within a law enforcement office environment during daytime shifts with rotating days and weekends. Work also includes 9-1-1 Dispatching for Bottineau and Renville Counties as well as some Basic Correctional Officer duties. Dispatching and Jail Operations are performed under the general supervision of the Supervisor and Sheriff. Administrative work is performed under the general supervision of the Sheriff.

Essential Functions of Work:

- Maintenance, data entering, and filing of case reports, criminal arrest records, officer's daily activity reports, citations, criminal complaints, civil process papers, arrest warrants, jail documents criminal fingerprints, accidents, memos, and department correspondence.
- Processes deposits and monthly reporting for fees from public fingerprinting, civil process papers, ect.
- Maintenance of sex offender registration, contracts, NCIC validations
- Usage of Motorola PremierOne computer program to manage civil process, calls for service and jail activity; usage of state teletype system with approved security clearance; federal NIBRS reporting.
- Processing of civil documents: logging incoming documents into PremierOne, affidavits of service, billing, deposits, monthly reports and state audits.
- Submits statements and receipts to County Auditor's Office for payment: submit vouchers for department expenses, employee per diem, maintenance of budget, billing of prisoner board for the city or other entities, billing of contract policing.
- Answer incoming phone calls, help people at the window, give out proper information or forms, and communicate with officers via radio when needed.
- Miscellaneous office support work: yearend activity report, assistance with preparation of budget, destruction of records pursuant state law, storing of past records, prepare bids for new vehicles, inventory of LEC building, processing of new employees, ordering and maintaining log of equipment, uniforms and office supplies, etc.
- Provide assistance to the general public, state, federal and local agencies in emergency (i.e. 911) and non-emergency situations. Act as backup to the neighboring Public Service Answering Points (PSAP's).
- Interview callers to obtain preliminary report of incident or emergency to determine response requirement and priority assignment and dispatch units in accordance with established protocol or jurisdictional standard operating procedures (SOP); provide medical, safety and lifesaving instructions and procedures when necessary.
- Monitor and maintain radio communication with Federal, State and local law enforcement and parole and probation officers, and public safety officers (i.e. Fire, medical, etc.) to ensure their safety and provide situational awareness.
- Monitor the Homeland Security react terminal for Emergency Management Assistance Compact (EMAC) for assistance requests for natural disasters.
- Enter, update and retrieve information from the National Law Enforcement Teletype System, National Crime Information Center (NCIC) and other computerized data systems regarding driver's license status, wanted persons, vehicle registrations and stolen vehicles for requesting law enforcement personnel.

- Monitor National Warning System (NAWAS); answer and acknowledge all warnings, alerts and tests; disseminate severe weather watches and warning to law enforcement, emergency responders and the general public; assist law enforcement and Department of Transportation with closure of any state highways due to catastrophic failure or safety concerns.
- Participate in the national Amber Alert program coordinating city, county, and state law enforcement along with the state's news media.
- Identify, assess and coordinate statewide response to an emergencies or threats (i.e. bomb threats, weapons of mass destruction, and hazardous materials spills).
- Maintain Bottineau County Dispatch Center's records systems.
- Work also involves entering events into computer aided dispatch systems, participating in Emergency Management and Homeland Security assignments.
- Basic operation of the jail facility (in collaboration with Sheriff's Dept personnel):
 - Admit and release prisoners, to include searching inmates and property and making inventory of the personal property of the prisoners. Book and discharge inmates and/or review all booking paperwork; issue clothing and supplies to new inmates; arrange for inmate transportation as required. Classify incoming inmates and place them in proper cells. Ensure that inmates are checked on a routine and regular basis.
- Records management:
 - Maintain inmate and detention records on file as necessary. Fingerprint and photograph inmates and type fingerprint cards. Assist with computer jail entries. Ensure that all changes on the jail roster are completed accurately.
- Safety, well-being and security:
 - Assist in jail safety and security procedures, including the control of weapons, contraband, keys, tools, and doors and other related safety and security precautions. Oversee the inmate's daily exercise and recreation routine. Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting. Deliver meals and assist in meal preparation. Disperse medication to prisoners as directed by medical professionals. Assist in the cleaning of the jail areas. Ensure that cells, facilities and grounds are kept sanitary.

Requirements of Work:

- Must be able to provide friendly, professional service to the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to stay organized.
- Ability to maintain a high level of confidentiality in the handling of sensitive information.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Ability to perform light physical work and to carry up to 30 pounds; the ability to stand, walk, sit, bend, twist, kneel and reach; the possession of hand/eye coordination sufficient to operate a personal computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to operate computer programs and 10-key-punch; ability to use proper grammar and office etiquette.
- Must be able to exercise independent judgment in appropriate situations
- Must have knowledge of a variety of computer software applications in data entry and word processing.
- Must have knowledge of use and operation of standard office equipment, at a level generally acquired through 1 year of experience.
- Must be able to perform work to meet accuracy standards and time deadlines.
- Must be able to plan, organize and prioritize job duties without constant supervision
- Employees in this class are required to obtain certification for the National Crime Information Center (NCIC), Cardio-Pulmonary Resuscitation (CPR) and Emergency Medical Dispatcher (EMD).

- Must have completed basic Correctional Officer training, state certification or equivalent within 1 year.
- Must possess the ability to work with personnel of other law enforcement agencies.

ESSENTIAL MENTAL & PHYSICAL FUNCTIONS:

- Ability to communicate clearly in English (written and verbal)
- Ability to read and understand documents, maps, records, guidelines, etc.
- Ability to perform a number of sequential and involved operations, such as making comparisons, cross-checking, and detecting errors.
- Ability to communicate clearly via telephone and in person - with or without accommodation
- Ability to remain calm under pressure
- Use of hands to perform data entry – with or without accommodation
- Ability to bend and lift objects up to 40 lbs
- Ability to work 12-hour shifts – including some overnight hours
- Ability to sit for extended periods of time
- Working conditions are those usually found in indoor office settings; however, mental strain may become excessive at times due to stressful calls and/or long overnight hours.
 - Frequent data input creates risk of repetitive motion injury (standard protections in place)
- Must maintain regular and acceptable attendance as determined by the supervisor
- Must possess the ability to perform duties effectively under stressful conditions, ability to make decisions quickly and accurately with tact and impartiality.
- Physical environment in which one must maintain control of aggressive inmates and utilize all use of force options.
- Potential exposure to blood-borne pathogens, noxious fumes and combative inmates.
- Use of PC keyboard, monitor and standard office equipment (copier, fax, calculator, etc.), as well as internal radio communications devices - with or without accommodation.

Desired Minimum Training and Experience:

- High school diploma or equivalent.
- Two (2) years of office/administrative support experience.
- Prior Law enforcement or Dispatch experience is preferred, but not required.

Necessary Special Qualifications:

- Must not have any felonies on record in order to gain access to CJIS.
- Any misdemeanors must be identified on employment application.

Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining administrative assistant related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date