



**OFFICE MANAGER - SHERIFF**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult skilled clerical and administrative work assisting with a variety of complex office assistance and administrative tasks; does related work as required. Work is performed under general supervision. Supervision may be exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Receiving, screening and processing telephone calls; assisting the public; scheduling appointments; typing, word processing and data processing duties; maintaining complex and/or confidential records and files; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Acts as department receptionist; receives incoming phone calls and responds to incoming emails; greets and assists citizens;

Receives all incoming funds (i.e. service fees, home electronic monitoring and donations);

Maintains all financial records according to standards set forth by the auditor of public accounts and prepare for annual audit;

Processes all incoming and outgoing mail;

Enters and retrieves data using specialized software;

Serves as administrator for specialized software which includes training and resetting passwords;

Serves as terminal agency coordinator for VCIN;

Enters records into VCIN with complete accuracy within the proper time constraints;

Responds to requests from agencies both state and nationwide regarding wanted subjects and respond within the proper time constraints;

Submits flying armed requests to VSP for extraditions;

Conducts criminal history and DMV inquiries via VCIN;

Prepares and maintains filing systems including payroll;

Prepares all correspondence, memorandums and reports;

Handles office equipment leases, maintenance agreements and service contracts;

Submits monthly payroll reimbursement request to State Compensation Board; compile annual workload data for submission to State Compensation Board;

Submits monthly civil service fees report to County Treasurer;

Monitors budget expenditures; assists in preparing the annual budget for submission to County Administration;

Serves as administrative liaison for Prince George Triad;

Prepares Juror/Grand Juror summons and collects information to submit to Circuit Court;

Performs monthly reconciliation of inmate billing;

Generates purchase orders;

Orders all office supplies and equipment;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate

reports from file sources; ability to perform and organize work independently; ability to type and transcribe dictation at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; skill in the use of personal computer hardware and software and general office equipment; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and extensive office assistance experience.