



PAWNEE COUNTY SHERIFF'S OFFICE
SHERIFF DARRIN VARNELL

Policy # Administrative Assistant	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by The Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Oklahoma Statutes	
CALEA Standard:	
Date Implemented:	Review Date:

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs a variety of data entry and clerical activities in the Pawnee County Sheriff's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compiles, processes, and maintains accurate concise files of a variety of information including, but not limited to traffic accidents, traffic citations, traffic fines, parking violations, arrest case files, sheriff reports, sheriff sales, incident reports, sex and violent offender registration, towed vehicles, payroll accounting, purchasing, employee time keeping, and all other duties required by the Sheriff.
- Answers telephone calls and walk-ins requesting records information or refers to appropriate individual; accepts payment for bonds afterhours or as needed for the county court clerk and the detention center, and copies of reports including administratively towed vehicles; assists the public with needs as required and all other duties as required by the Sheriff.
- Enters and maintains name files and incident files in computer system.
- Scans, files, and stores all reports and files.
- Extracts and verifies data from reports prepared by department personnel and enters it into in-house computer system for the preparation of various reports such as; incidents, accidents, traffic tickets, towing, lockup, and other Sheriff activities.
- Data entry of correspondence, records, reports and other narrative and numerical material from clearly indicated sources such as; rough draft, copy and explicit instructions;

- maintains an assortment of diverse files pertaining to all aspects of Sheriff operations.
- Occasionally serves as Sheriff matron, performs body searches of prisoners of the same sex if applicable.
 - Responds requests from the district attorney, county clerk and court clerks' office for documentation, reports, etc.
 - Process Freedom of Information Act (FOIA) requests.
 - Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- Requires knowledge, skill and mental development equivalent to the completion of four years of high school with courses in typing and general office procedures.

Experience

- Requires two years of general office experience, including experience using a personal computer and office/record keeping related software.
- Requires working knowledge of modern office methods, practices and procedures, including telephone.
- Requires working knowledge of business English, spelling and commercial arithmetic.
- Requires basic knowledge of Sheriff operations and procedures; previous Sheriff Records experience preferred.

Skills and Abilities

- Requires ability to type accurately at a working rate of speed.
- Requires ability to prepare, maintain and submit as required a variety of files, records and reports.
- Requires ability to work independently and efficiently following established guidelines and procedures.
- Requires ability to handle public complaints and provide information courteously and effectively.
- Requires ability to adapt to changes and improvements in reporting systems and related software as set forth by the state and by the department.
- Requires ability to be certified as a matron.
- Requires ability to cope with crisis situations in a calm and efficient manner.
- Requires ability to communicate effectively both orally and in writing.
- Requires ability to establish and maintain satisfactory working relationships with co-workers and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires physical ability to sit continuously at a computer terminal or receptionist station for extended periods of time, physical ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and physical ability to reach into file drawers in standard four-drawer filing cabinets.
- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, and instructions.
- Requires speaking ability sufficient to communicate effectively with other individuals in person and over a telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The duties are performed in an office setting where the employee is subjected to the customary indoor environment.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of their employment.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.
4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling and other acts which tend to have an adverse affect on the safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when necessary.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
9. Be alert to see that all guards and other protective devises are in their proper places

and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.

10. Arrive at work suitably attired for the job to be performed.

11. Communicate the need for safety devices, physical improvements, training and refresher courses.