

NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY

06/12/2018

Administrative Assistant I

The Northampton County Sheriff's Office is accepting applications for a full-time office position. The Administrative Assistant shall perform a variety of administrative and secretarial duties requiring a total understanding of the departmental rules, regulations, goals and services.

Education/Experience: Graduation from business school and considerable secretarial, clerical, or office management experience including strong public contact duties; or an equivalent combination of education and experience.

Apply at the Northampton County Sheriff's Office
105 West Jefferson Street
Jackson, NC 27845

SUBMIT A NORTHAMPTON COUNTY JOB APPLICATION

Available @ www.northamptonnc.com

SEE COMPLETE JOB DESCRIPTION ONLINE

POSTMARK/CLOSING DATE: July 6, 2018

Normal Hiring Salary Range: Grade 63 / \$27,970 – \$29,382

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.
Northampton County Is A Drug-Free Workplace.
All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Administrative Assistant I

General Statement of Duties

Performs a variety of administrative, secretarial and coordinative duties in an office requiring a total understanding of the departmental rules, regulations, goals and service. Work is performed under the direct supervision of the sheriff or his designee.

Distinguishing Features of the Class

Employees in this class perform a wide variety of clerical and administrative support duties. Work generally requires that employees independently handle certain activities such as information processing, fiscal controls, or a special aspect of a program of office activity. Office support duties are considered at the advanced journey level and require considerable tact and discretion in handling sensitive or confidential matter in the program areas. Work requires a broader knowledge of office operations in order that the role may serve as backup and at a competent level in several roles. Work requires more independence and self-initiative in activities and may include supervising or providing technical assistance to other clerical positions in the organization. May include a variety of written manuals and instructions, as well as massive sets of rules and regulations. Sound judgment is required in performing the tasks.

Duties and Responsibilities

Essential Duties and Tasks

Secures information via telephone or personal contact; selects appropriate materials to answer questions and often handles the inquiries independently for the organization.

Handles confidential or sensitive information in an appropriate manner.

Assist in accounting and budgetary functions for the department including monthly financial reports; orders supplies and materials. Interprets a variety of rules, regulations and information on the program and sheriff's office activities. Handles correspondence, memoranda, notes, minutes, reports or other materials; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final copies of materials.

Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials; performs periodic follow-up activities.

Requests information using standardized forms; compiles information requiring the selection of data from well-established sources.

Screens and routes materials according to content of communications; may do research or pull related materials from files.

Maintains activity records and files; initiates appropriate follow-up or further action based on the status of office activity.

Based on review of office records or reports, identifies potential inconsistencies; determines the cause; resolves with staff and outside personnel. Coordinates special projects assigned by sheriff or chief deputy.

Additional Job Duties

May organize and direct special programs and activities for the organization.
Serves as office coordinator.
Serves as backup for positions within the organization.
May supervise other clerical positions.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of office practices and procedures.
Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.
Working knowledge of county function to which assigned and related policies, procedures, and regulations.
Working knowledge of arithmetic and its uses in general office work.
Ability to communicate effectively in person and by telephone.
Ability to gather and give basic information and instructions on departmental programs based on inquiries.
Ability to learn thorough knowledge of persons and organizational programs.
Ability to be tactful and courteous.
Ability to gather and compile materials from a variety of sources.
Ability to operate any office machines at the speed required by the position such as word processor, typewriter, calculator, or other equipment.
Ability to use a wide variety of word processing and other computer software to generate work for the office assigned.
Ability to use judgment in organizing and establishing priorities and work assigned.
Ability to record information and balance figures.
Ability to compile information based on general instructions.
Ability to arrange and place records, reports and files into a proper sequence.
Ability to establish and maintain effective working relationships with supervisor, employees, and the general public.
May need to have the ability to plan, organize, monitor evaluate, and delegate duties to others.

Desirable Education and Experience

Graduation from business school and considerable secretarial, clerical, or office management experience including strong public contact duties; or an equivalent combination of education and experience.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a typewriter or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned. Some positions may be required to take and transcribe dictation and minutes.