



Job Description

TITLE: Executive Office Assistant (Appointed)	JOB CODE: 2731
DEPARTMENT: Sheriff's Office	FLSA: Exempt
PREPARED November 2005	FLSA CLASS: Supervisor
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under limited supervision of the Sheriff, the Executive Office Assistant performs a variety of secretarial, technical, organizational, and administrative activities to support the functions of a department. This Executive Office Assistant provides professional-level administrative support which may include highly confidential matters; use independent judgement to ensure projects are completed with accuracy and in a timely manner, provide and encourage positive customer service.

Reporting Relationship: The Executive Office Assistant reports to the Sheriff.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintain personnel files; research files and computer databases; assure all administrative actions are in compliance with County policy, procedures, and guidelines.
- Daily monitoring of dispatch calls through CAD (Computer Aided Dispatch) systems throughout the entire San Juan County, including city police and fire departments; notify applicable Sheriff's Office command staff of significant events.
- Serve as administrator for the CIT (Crisis Intervention Team) website managed by SJCSO and shared with all local police agencies.
 - Consistently update website content on behalf of the Behavioral Health Deputy and direct supervisor.
 - Cross reference personal data from CIT database to LERMS (Law Enforcement Records Management System) maintenance database to assure accuracy of input data.
- Receive all incoming maintenance requests for three SO office building (main office and substations), aircraft hangar, and large vehicle storage facility; submit work orders; ensure work orders are completed and closed out. Coordinate work order process with SO Financial Manager.
- Independently compose correspondence and other documents on a wide variety of subjects requiring a thorough knowledge of the procedures and policies of the Office.
- Resolve problems and create solutions.
- Coordinate personnel administrative actions.
- Research inquiries from employees with personnel questions; review and process forms to execute personnel change transactions.
- Maintain Sheriff's calendar; receive, open, review and distribute mail; prepare purchase orders and vouchers; establish and maintain filing procedures; coordinate and monitor assigned projects.
- Maintain, schedule, and coordinate the calendars for four in-house training rooms.
- Plan and coordinate large-scale agency events (awards ceremony/banquet, annual agency picnic, annual agency camping trip), day-to-day in-house events, promotional ceremonies, and celebrations.
 - Lead and coordinate committee meetings for different peer groups within SJCSO, to include creating and maintaining agendas, delegate assignments for each event, and provide overall oversight and accountability for each event.
- Serve as point-of-contact and recordkeeper for New Mexico Department of Public Safety for all SO certified law enforcement positions. Update and submit forms on behalf of certified law enforcement positions;

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maintain SO's system to ensure consistent and accurate records with SO and NMLEA (New Mexico Law Enforcement Academy) for all trainings attended by certified law enforcements positions.

- Serve as timekeeper in MUNIS-Executime for SO employees; review and approve bi-weekly time entries; coordinate with supervisor for discrepancies on time entries; serve as liaison with Payroll and Human Resources; coordinate with SO Financial Manager on timekeeping duties.
- Type, edit and prepare correspondence, memoranda, letters, legal documents, information packets and other communications; respond to routine letters and compose general correspondence as directed.
- Answer phones and determine nature of the calls; log and route calls to appropriate individuals; take and deliver messages.
- Set up for meetings and arrange for related catering. Take and transcribe minutes of meetings.
- Handle sensitive and confidential data and ensure the quality and integrity of all produced information.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of administrative procedures, methods, and practices.
- Knowledge of County organization and operations.
- Knowledge of customer service principles, practices, and techniques.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling, and preparing reports and related information.
- Skill in following complex oral and written instructions, policies, and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.
- Ability to maintain confidentiality of Sheriff's Office activities and personnel information.

Education and Experience

- Bachelor's degree with five (5) years relevant office work experience and three (3) years supervisor experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Notary Public.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.

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- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____