

Jefferson County Position Description

Name:		Department:	Sheriff
Position Title:	Administrative Assistant II- Records Management	Pay Grade:	3 FLSA: N
Date:	February 2024	Reports To:	Captain - Administrative

Purpose of Position

The purpose of this position is to provide administrative support and record management for all sworn officers. Administrative Assistants may move between divisions from administration, patrol, jail, to criminal investigations, or special drug task force unit.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Runs criminal histories, driving records, and vehicle registration information off of Wilenet through the State of Wisconsin for officers and for charging documents which are given to the District Attorney's Office.
- Receives open records requests over the telephone, mail, or in person from the public.
- Reviews each request carefully using the Open Records Law/HIPAA, accumulates releasable records; processes requests (redacts information from reports as required by law), carefully prepares response letter citing any statutes and/or balancing act used to process the request, collects payment, and distributes records to requestor/DA/other law enforcement agencies involved.
- Reviews and processes Patrol citations and 15-day notices. Edits warnings and citations as necessary.
- Transmits citations to State of Wisconsin and Clerk of Courts Office. Archives citations and warnings when they are complete. Enters information into CIS database, enters dispositions, closes citations, files.
- Processes crash reports, reviewing them for accuracy, enters crash reports into the computer database and submits them into the BadgerTracs program to the Department of Transportation.
- Transcribes investigative and arrest reports from sworn officers. Enters all information from case files into CIS (Criminal Information Systems) and State system to include individuals, vehicles, evidence, and appropriate state statutes for the offenses. Tracks and updates various logs
- Manages the officers' monetary confidential fund accounts and creates an accounting report that is submitted to the State for expenditure.
- Provides excellent customer service when greeting, directing and escorting visitors and answering and directing phone calls and taking/relaying messages. Processes incoming and outgoing mail routing to correct department.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.

- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Maintains postage account.
- Collects payments and prepares proper documents for payments on tow-in bills.
- Sorts and files financial documents and records.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required, with two years related experience and/or training; or associate's degree; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

Other Requirements

Background Check: The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

Knowledge, Skills, Abilities

- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of County government organization and operation and interrelationships between governments and the community.

- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee

Date

Supervisor

Date

Human Resources

Date