

Administrative Assistant II



Position Description

Status

Full-Time, Nonexempt

Compensation

A13

Bargaining Unit

GELC - General Unit

Reports to

Administrative Supervisor

Supervises

none

Position Category

Generalist

Summary

Provide a variety of administrative support services to the Command Staff and other members of the Sheriff's Office. Duties include answering telephones, providing assistance to individuals that come into the facility, process Freedom of Information Act requests, receive payments and issue receipts, process handgun permit requests, and updates the Sex Offender Database with offenders residing in Allegan County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receives visitors including the public, probation officers, and child protective services workers to the Sheriff's Office. Helps to answer inquiries regarding office procedures and directs visitors to the proper source. Maintains record of all visitors into the facility and notifies staff of arrivals.
2. Receives and processes payments, issues receipts into the county finance system, and posts transactions.
3. Process documents and deliveries for the Sheriff's Office and develops paperwork for the Command Staff.
4. Coordinate and assist individuals requesting to receive their property from evidence, same with forfeitures. Maintains a record of forfeitures for the office and assists in the annual reporting of forfeitures to the State of Michigan.
5. Process and fulfill all Freedom of Information Act requests that are made from the public, attorneys, child protective services workers, Probation Officers, and other agencies with the County Administration, Central Dispatch, and Prosecuting Attorney's Office to ensure request is fulfilled.

6. Updates and maintains records of Allegan County Sex Offenders residing in our county. This includes entering information into the State of Michigan database, confirming offender information and updating as necessary, collect fees and record payment, communicate with Road Patrol of new offenders in the county and provide information of any violations, and work with the Detective Bureau of the Michigan State Police on offenders who are non-compliant to request and obtain warrants.
7. Process all License to Purchase gun permits and determine eligibility, issues permits to those that are eligible to possess a handgun.
8. Maintains and enters handgun purchases in to the State of Michigan database, ensuring accuracy and completeness of the Pistol Sales Records.
9. Process and supply responses for all background check requests for employment, other law enforcement agencies, military branches, and adoption for both local and international adoption agencies.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High School Diploma or Equivalent (G.E.D.).
2. One (1) year of clerical or secretarial experience in a Criminal Justice or legal setting.
3. One (1) year of data entry experience.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____