

# Administrative Assistant III



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B21

### Bargaining Unit

Non-Bargaining

### Reports to

Administrative Supervisor and Investigative Services Lieutenant

### Supervises

none

### Position Category

Specialist

### Summary

Performs a variety of payroll functions including but not limited to entering time for bi-weekly payroll, changing addresses, pay rate changes, and check distribution.

### Essential Functions

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

1. 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.
2. Assist with monitoring body worn camera footage for any violations of policies, laws and misconduct and report this to the Captain.
3. Accesses body worn camera software to retrieve, redact, and provide future access to body worn camera video and audio.
4. Prepares department's bi-weekly payroll, distributes checks, maintain step increases, address changes, maintain seniority list, update and maintain in-house employee records, and documents position changes.
5. LEIN TAC duties.
6. Performs various duties as assigned. Acts as backup for other Sheriff's Office Administrative Staff, as needed.

### 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. The office is located within a secure area of the Correctional Facility. 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. Three (3) years of experience working in a clerical setting.

### **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 \_\_\_\_\_