

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Specialist		B	2	1	Non-Exempt
POSITION TITLE: Administrative Specialist 1			POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:			
SERVICE TYPE:			AFSCME		
Employee Name:	Vacant	Department:	Sheriff's Office	Supervisor:	
FTE:	100%	Employment Status:	Regular Full Time		

Position Summary:

This position works in the Parole & Probation Division of the Sheriff's Office performing a variety of complex administrative and clerical duties requiring knowledge of departmental policies and regulations and the exercise of judgment in receiving, processing, recording, and distributing confidential information. Assistance to offenders in developing schedules, advising of available social services, job search techniques, giving directives, transportation and other general support. Maintains records of financial transactions; prepares and processes fees and billings within an established system; performs cost accounting operations. Develops and maintains Excel spreadsheets that include creating formulas to track and calculate data for statistical analysis.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Data Processing and Interpretation Essential Duties: <ul style="list-style-type: none"> • Enter information into the Department of Corrections (DOC) statewide Offender Information System, as well as the local county database network. • Interpret data obtained from the DOC database, Sentencing Orders, and Post-Prison Supervision Orders to ensure accurate reporting and supervision. • Compose, type, and edit working forms, reports, general correspondence, tables, charts, graphs, and announcements. • Collect, collate, and prepare statistical reports using Excel spreadsheets. • Enter, edit, review, and interpret confidential information in the Law Enforcement Data System(LEDS) and National Crime Information Center (NCIC). 	35%
2.	MFA: Customer Service Essential Duties: <ul style="list-style-type: none"> • Perform receptionist duties, direct calls and inquiries to appropriate staff. • Provide information to law enforcement agencies, attorneys, judges, district attorney's offices, treatment counselors, outside service agencies, offenders, and the general public. • Assist the public and answer varied inquiries that require a technical knowledge of department functions, regulations, procedures and confidentiality laws; process routine matters independently. 	20%

	MFA: File Maintenance Essential Duties: <ul style="list-style-type: none"> • Prepare and maintain files on all corrections offenders; run computerized criminal history checks, DMV checks, ICE checks, and warrant checks. • Prepare files and conduct pre-employment criminal history checks, DMV checks, warrant checks, and reference inquiries for potential practicums, volunteers, and paid interns. 	20%
3.	MFA: Financial Processing Essential Duties: <ul style="list-style-type: none"> • Maintain records of financial transactions; collect and process fees and billings within an established statewide Department of Corrections Offender Information Fee System • Prepare deposits in accordance with county financial procedures; perform cost accounting operations and prepare monthly Supervision Fee Report. 	15%
2	MFA: Offender Assistance Essential Duties: <ul style="list-style-type: none"> • Assistance to offenders in developing schedules, advising of available social services, job search techniques, giving directives, and other general support. • May provide transportation to offenders. Administer breath tests and obtain urine samples from offenders for drug testing. 	5%
	And other duties as assigned	
Percentages should total 100%		100%

Minimum qualifications: High School Diploma or GED, Driver's License and at least three years secretarial experience, including word processing, clerical functions or related experience.

Special qualifications: Ability to exercise judgment in receiving, processing, recording and distributing confidential information. Law Enforcement Data System (LEDS) certification must be obtained within 60 days of hire, as well as CPR/First Aid and Notary Public certifications. Must be proficient in Excel and PowerPoint. Requires travel to attend statewide meetings approximately 5 or 6 times a year.

Ability to communicate effectively and calmly and to provide information or refer inquiries received from a myriad of sources. Ability to interpret and understand confidentiality regulations and laws, including but not limited to HIPAA, Oregon Administrative Rules and Oregon Revised Statutes; relay appropriate information to citizens, offenders, community partners, and the public. Must be able to communicate effectively both verbally and in writing.

Diversity of Contacts:

Variety of external contacts with other county and state community corrections agencies, law enforcement, corrections, DA's Office, and judicial personnel; contacts with victims, citizens, treatment providers and social service agencies. Ongoing contact with criminal offenders who can be hostile and uncooperative.

Physical Requirements: Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to operate office equipment and a motor vehicle.

Hours: Generally works Monday through Friday, 8 a.m. to 5 p.m.

Work Location: Office environment with exposure to high-risk criminal offenders. Must travel (overnight stays) to statewide meetings and trainings several times per year.

Health and Safety Conditions: Exposure to biohazardous materials, unsanitary offenders, hostile offenders, and communicable diseases.

Must pass extensive background investigation including criminal history check and credit history check.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.