

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Administrative Assistant (Appointed)

DEPARTMENT: Sheriff's Office

DIVISION: Operations Division

PAY RANGE: Determined by Board of County Commissioners (CH22), FTE 40 Hours per week, FLSA Non-Exempt, Benefits Apply

REPORTS TO: Chief Criminal Deputy, Undersheriff, and Sheriff

JOB SUMMARY: The Administrative Assistant is a limited-commissioned civilian staff position that assists the Chief Criminal Deputy, Undersheriff, and Sheriff by providing logistic support for programs, meetings, training, and presentations; as well as managing data and coordinating the Registered Sex Offender Program.

SUPERVISORY RESPONSIBILITIES: Not Applicable

ESSENTIAL FUNCTIONS:

- Managing training documentation and data for Operations and Administrative Services Divisions.
- Provide Chief Criminal Deputy, Undersheriff, and Sheriff with logistic support for ancillary programs such as LEOSA, Ride-A-Long Program, etc.
- Maintain strict confidentiality due to the position and the nature of law enforcement.
- Providing Registered Sex Offender Program Coordination within local, state, and federal laws including but not limited to:
 - Processing sex offender registration paperwork and manage offender files;
 - Maintaining OffenderWatch, JBRS, Picturelink, ACCESS, and local law enforcement databases;
 - Investigative work to track registered sex offenders;
 - Managing community notifications when necessary;
 - Manage the registered sex offender verification process;
 - Chair monthly Sex Offender Registration Team meetings;
 - Maintain certification to level or reclassify registered sex offenders as needed;
 - Maintain ACCESS level II certification.
- Providing WASPC Accreditation program coordination

EXAMPLE OF DUTIES:

- Function as an integral team member of the WWSO.
- Maintain a database of personnel training records.
- Coordinate and maintain the Registered Sex Offender Program.
- Coordinate, achieve, and maintain WASPC Accreditation.
- Coordinate the Ride-A-Long program.
- Coordinate the ordering of supplies when low or requested.

- Provide command staff logistical and administrative support at events, incidents, meetings, presentations, etc.
- Coordinate the LEOSA program.

EQUIPMENT TO BE USED: Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, and fax machines.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work will be performed both in office environment and outside the office. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds including the need to walk within one-half mile of the office for the purposes of making deposits, attending meetings, and delivery of documents and reports when necessary. Abilities include, but not limited to, manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets, both on and off site, and sufficient hearing and speech ability to communicate verbally. Meeting, face to face, and interviewing registered sex offenders in the Sheriff's Office.

KNOWLEDGE AND ABILITIES:

- Ability to multi-task.
- Ability to successfully learn a variety of computer systems such as Law Enforcement Records Management System, ACCESS, Offender Watch, PictureLink, etc.
- Ability to develop and maintain positive working relationships with county officials, state officials, and the law enforcement community.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as a part of a team.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Maintain competency of appropriate regulations and statutes applicable to area of responsibility, i.e., WAC, RCW, Title 18 USC, etc.
- Ability to demonstrate sound judgment and ability to make decisions.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. AA degree or higher is preferred. Criminal justice background and/or professional clerical experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States.
- Be a least eighteen (18) years of age.
- Have no record of felony conviction.
- Have no record of gross misdemeanor conviction for crime involving controlled substances or physical harm.
- Satisfactorily pass the Sheriff's Office records check and background investigation.
- Maintain a valid driver's license and vehicle insurance coverage.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.