

# Delaware County

## POSITION DESCRIPTION

Title: Administrative Clerk	Department: Sheriff's Office
Reports to: Sheriff	FLSA Status: Non-exempt
Approval Date: 05/23/18	Revision Date: N/A

### **Position Profile**

Administrative Clerk Job provides general office services. Assist in daily operations, customer service, and additional daily tasks.

### **Duties and Responsibilities**

- Log paper service into the computer system.
- Log sex offender registration.
- Inter office document transfer,
- Meet, greet and handle needs of the public the present to the counter.
- Responsible for answering and directing telephone calls to the correct person(s).
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assists the public with filling out voluntary statement for reports.
- Other duties as assigned.

### **Qualifications**

Must be a minimum of 18 years of age. Must have: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, and Verbal Communication.

### **Education and/or Experience**

High School Diploma/GED preferred. Two years in an office environment preferred. Previous work in law enforcement facility preferred.

### **Knowledge, Skills, and Abilities**

Ability to:

- Smoothly and rapidly shift between dissimilar tasks.
- Must also possess the skills necessary to communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Make effective decisions while in stressful situations and circumstances;
- Must be emotionally stable, and ability to multi-task.
- Read, write, speak and understand the English language.
- Protect the County's value by keeping information confidential.
- Establish and maintain positive relationships with upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.

- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

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Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Employee's Name (Printed)

Date

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Employee's Name (Signature)

Date