



Brown County Human Resources

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Aberdeen, SD 57401
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www.brown.sd.us

Classification: Full-time Administrative Assistant

Wage: \$16.00 – 19.43/hour, DOE

Department: Sheriff's Office

Reports to: Sheriff and Chief Deputy Sheriff

FLSA: Non-Exempt

Opening date: 04/02/2021

Closing date: 04/13/2021

JOB DESCRIPTION

Summary/Objective:

Will contribute to the efficiency and effectiveness of service by participating as an active member of the work team. Will be responsible to the Sheriff and perform all other duties as requested.

Essential Functions:

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

- Be able to operate a complex phone system.
- Will work well with others.
- Handle billing, bookkeeping, and money.
- Receive, process, and distribute incoming mail and paperwork.
- Typing reports, letters & correspondence.
- Data entry on network computer.
- Assist the public with questions/concerns and direct them to the appropriate personnel.
- Will need to become certified with the NCIC teletype system.
- Proficient with Microsoft office
- Ability to learn computer programs needed for everyday tasks.

Competencies:

- Stress Management/Composure
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Problem Solving/Analysis
 - o Meet deadlines, think critically and solve problems.
- Teamwork Orientation
 - o Agency regulations, policies, office administrative processes and procedures.
 - o Establish and maintain effective relationships with coworkers, other agencies and the public.
 - o Performing basic office support work.
- Decision Making
 - o Using initiative and independent judgement within established policy guidelines.
 - o Determining and executing proper course of action under emergent conditions.
 - o Safety, security and first aid policies and procedures.
- Communication Proficiency
 - o Communicate effectively in oral and written forms.
 - o Principles and techniques of public relations and customer service, both in person or over the phone.
- Technical Capacity
 - o Record keeping principles and practices.
 - o Use of specified computer applications, Microsoft Office.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Works in well-lit and climate controlled office. May sit at desk or stand for an extended period of time.
- Is required to wait on the counter frequently and to assist the public's requests by walking to the sources of information.
- Uses Word, Excel, Outlook, the internet, copier, phone, scanner, adding machine, and other office equipment.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without major correction.

- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday, 8:00 am to 5:00 pm with one (1) hour lunch.

Travel:

- No travel is expected for this position.

Education and Experience:

- High School diploma/GED; AND
- Minimum of two (2) years' experience in a secretarial setting preferred.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Maintain NCIC, CJIS certifications.
- Must be 21 years of age and a U.S. citizen.
- No felony convictions
- Possess or be able to obtain a valid SD driver's license

Other Duties:

- 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.

Apply by:

Submit cover letter and resume or Brown County Sheriff's Office application to:

- Brown County Sheriff's Office
Attn: Dave Lunzman
22 Court St.
Aberdeen, SD 57401

or

- Email: Dave.Lunzman@BrownCounty.SD.Gov