



<b>POSITION DESCRIPTION</b>	<b>9 June 2015</b>
<b>Office Manager</b>	
<b>FLSA Status: Exempt</b>	<b>Reports to: Duchesne County Sheriff's Chief Deputy</b>
<b>County Classification: Executive</b>	
<b>Salary Grade/Band:</b>	<b>Revised: _____</b>
	<b>Human Resources Initials: _____</b>

**POSITION PROFILE**

Under supervision of the Chief Deputy and Sheriff, supervises administration professional staff for the day-to-day operations of the administration office of the Sheriff. Provides executive leadership and management of agency operations, including guidance and direction of agency programs, administration, financial and budgetary matters. Provides career tracks for the professional-level employees having both administrative and operational responsibilities. Provides specialized administrative duties in association with management and multiple functional roles.

Chief Administrative Officer under Utah State Archives for the official and non-official records of the Office. Completes record requests under the guidelines set forth in the Government Records Access and Management Act (Utah State Code § 63G-2-1). Prepares reports on departmental, vehicles and State and Government statistics. Appoints one or more records officers who will be trained to work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records (Utah Code § 63A-12-102(2)).

Terminal Agent Coordinator for Utah Criminal Justice Investigation Systems (UCJIS). Oversees users, non-users and training records for UCJIS and Utah Peace Officer Standards and Training (POST) agency. Performs audits, trainings and records on usage of the UCJIS and forwards findings to Bureau of Criminal Investigations (BCI).

Grant Administrator. Administers all aspects of grant management from applying for grant funding to reporting and closing of the awarded and funded grants. Implements policy and general order updates into the policies and procedures manual. Tracks and organizes money received and computes for the Clerk Auditor's office. Applies, monitors and reports all grant funding opportunities for the office.

Personnel Office Support Point of Contact. Prepares, organizes and coordinates personnel files and confidential or personnel issues of office staff members with the Personnel Office. Organizes new hire packages, prepares offer letters and administration paperwork for all new Sheriff's Office employees and County employees as necessary. Responsible for tracking wage increases, timesheets and personnel evaluations for Office.

**GOALS**

- To prepare and execute accurate statistical data reports for the office and other entities when requested.
- To be fiscally responsible and accountable.
- To ensure work performance, effective time management practices, and attention to detail.
- To articulate and convey information accurately and appropriately to staff and public.
- To enhance office excellence and development.
- To enhance technology and other job-related tools.

**ESSENTIAL FUNCTIONS**

- Oversees officer uniform and equipment purchases and maintains accounting ledgers of each officer's spending of uniform allowance for compliance with current written policies. Creates and maintains accounting ledgers on all officers' training expenses.
- Reviews monthly financial budget information and compiles yearly comparison information for the Elected Officials/Departmental Heads' Budget Meetings. Monitors budget expenditures to comply with yearly budget to keep the Sheriff's general fund under budget.
- Organizes and maintains files of records and correspondence of both a routine and confidential nature.
- Provides support to various programs and/or divisions of the Sheriff's Office and to the Personnel Office.
- Attends and transcribes staff meeting minutes for both Sheriff's Office and Corrections division. Creates letters, memos and other business correspondence as needed or requested. Use scanners to convert forms, case files and reports into electronic format; and
- Performs advanced computer activities in processing statistical data
- Oversees maintenance of officer training records and budgetary expenditures for office trainings.
- Submits yearly training and certification documentation for sworn officers to POST; Requests Officer Certifications for Utah Retirement Systems and coordinates with payroll and personnel departments.
- Provides back up to reception when needed.
- Performs Notary duties as needed.
- Performs related duties as business necessitates.

**EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent;
- Three (3) years' experience in a supervisory role;
- Two (2) years' experience working in an administrative role for a law enforcement office;
- Bilingual Spanish desired, but not required.

**LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Certified GRAMA Chief Administration Officer under (Utah Code § 63G-1-2).
- Certified Terminal Agent Coordination, Utah Criminal Justice Information System.
- Must be able to successful pass a criminal background investigation and drug screen.

**SKILLS/ABILITIES**

- Demonstrate managerial and leadership abilities.
- Attention to detail.
- Enhanced organizational skills.
- Advanced computer skills including QuickBooks and perform research functions using internet or database and other software programs used by the Sheriff's Office
- Ability to work under time restraints to meet official deadlines.
- Ability to effectively solve problems. Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.

- Ability to read and accurately interpret measurements and office statistics.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Must be able to write clearly, concisely and have a good command of the English language.
- Must be able to respond professionally to inquiries from public and other agencies in both written and oral communications
- Must be able to read and understand state, federal, and local regulations governing records management and other related regulations associated with governmental agencies.

### **REASONING ABILITY**

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions and/or problem resolutions
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, currency, common fractions, and decimals.

### **PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.

### **HAZARDS**

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.