

## Position: Office Manager Job Description

Reports to: Sheriff

The Office manager assists in productive and efficient management of the office. The member performs administrative, operations, social media, and clerical duties and tasks specific to the position. Position requires exercise of discretion, independent judgment and independent thought. The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision. The Office Manager may perform other related duties and tasks, as required.

### Primary Responsibilities

- Assists the Sheriff
- Handles all Social Media
- Schedules meetings/calendars
- Answer phones and emails, reroute calls to appropriate agencies and take/deliver messages
- Operate office machines, such as photocopiers, voice mail systems and personal computers
- Assist in filing/scanning duties
- Sort and distribute incoming mail
- Data Entry/Statistics
- Keeps detailed logs of citations/warnings
- Restock supplies/Order supplies
- Prepares Civil Process that comes through the courts and/or usps, ups and fedex
- Prepares warrant folders, sending postcards out, quarterly warrant validations
- Sex Offender Entries into Offender Watch System
- Vehicle Identification Number Inspections
- Notarizes documents
- Processes concealed weapon permits for record checks, sends permits to DCI
- Delivers/Receives mail from our Dispatch Center
- Set up foreclosure sales/execution sales
- Bookkeeping duties
- Prepares vouchers
- Maintains accurate records of department expenditures and revenues for auditing purposes
- Accounts Receivable/Accounts Payable Records
- Compile Financial Records
- Work closely with the Auditor's and Treasurer's offices to insure sound fiscal management of the Sheriff's Office
- Maintains personnel files
- Handle deputies training/travel arrangements and expense reports
- Prepares monthly office payroll
- Recording and tracking employee vacation, comp time, and sick leave, and reporting that information to supervisors/auditor as needed
- Grant writing/Tracking the fiscal aspects of grants

- Maintains Search and Rescue Records and Reimbursements
- Maintains Forest Patrol Records and Reimbursements
- Training other support staff
- Maintains contact lists and emergency contact information
- Any other reasonable duty as assigned by the Sheriff