



Tri-County Regional Jail Job Classification Position Description



Administrative Assistant

Position Class: Unclassified, Exempt	Supervisor: Executive Director
Position Requirements:	
<p>Minimum: Must: possess a valid Ohio Drivers License, have no felony convictions, be able to be bonded, be able to exhibit skills in writing and reading comprehension, be proficient with Microsoft Word, Excel, Access, Outlook, Powerpoint, and Quickbooks, be able to attend various training sessions, be able to professionally communicate with all types of personalities, be able to manage time clock software and;</p> <p>Must have completed an undergraduate core program in business administration, management or public administration; 36 months training or 36 months experience in supervisory, administrative and/or managerial position and/or staff position involving planning, budgeting, fund/account management, human resource services/personell and/or payroll duties.</p> <p>-Or completion of undergraduate core program for academic field of study commensurate with business administration, management or public administration; 36 months training or 36 months experience in supervisory, administrative and/or managerial position and/or staff position involving planning, budgeting, fund/account management, human resource services/personell and/or payroll duties.</p> <p>-Or 7 years training or 7 years experience in business administration, management or public administration; budgeting; fund/account management; human services/personell and/or payroll duties.</p> <p>-Or equivalent of Minimum Class Qualifications for employment noted above in a Correctional Facility or State/County/Municipal Government setting.</p>	
<p>Training: Training in pertinent agency policies and procedures prior to or in conjunction with assignment to Jail duties. In addition, must complete annual in-service training each subsequent year of employment addressing special issues, skills-enhancement and other assignment related topics.</p>	
<p>Equipment: Must be able to proficiently operate a computer, use a portable radio and other office equipment as required.</p>	
<p>Physical Demands: Must be able to pass pre-employment drug screen and physical examination, walk or stand for extended periods, traverse stairs and other obstacles, properly lift, perform first aid and life saving techniques, physically protect yourself and others, endure against hazards, and any other requirements of the employer.</p>	
<p>Working Conditions: Work performance must be carried out in a proper and professional manner within the scope of duties in an office environment. Must be able to work a minimum of 40 hours per week. Must be able to endure and perform in potentially stressful or hazardous situations.</p>	

Scope of Duties and Responsibilities:

Act as a liaison for the Executive Director- independently answer complex &/or confidential correspondence, monitor manpower needs, transmit decisions and directives as necessary, professionally greet public, answer phones, typing, filing and other related duties.

Research and analyze programs, procedures and policies; develop project proposals and program plans; provides technical advice to aid Executive Director in decision making and attend Jail Commission meetings to record and prepare meeting minutes.

Manage business functions of Executive Director's office; aid in preparation and administration of budgets; oversee maintenance of fiscal controls; maintain and process Jail billing and operating expenses, including bed overages for member counties; prepare expenditures, payment vouchers and purchases; process incoming invoices; prepare, process and distribute employee payroll; maintain employee benefit and leave balances; perform other human resource functions such as maintaining personnel files and records; assist in processing and managing employee BWC and FMLA claims; assist in maintaining accountability of Jail service contracts; assist in maintaining annual Jail statistics, incidents and ensures compliance with the Public Records Laws of Ohio..

Provide and manage the maintenance of the Inmate Agency Fund as well as assisting in the managing of individual inmate accounts including such items as billing for services, counting and posting money brought in by or for inmates, cutting checks for inmate release; assist in monitoring the maintenance of inmate Commissary and Work Release accounting and activities.

Perform public relation duties; research and respond to inquiries; furnish information and explain programs to public as necessary; writes position papers and reports; prepare media releases.

Perform special administrative functions as assigned by Executive Director; serve as liaison with other law enforcement agencies; promote positive public image.

Provide professional leadership; treat people with courtesy and respect; address issues or concerns as discovered/encountered; complete any other duties as assigned.

Required Knowledge/Skills:

Knowledge of business administration, management science or public administration;employee training and development; public relations; budgeting. Ability to handle sensitive telephone and face-to-face inquiries and contacts with public and government; develop complex reports and position papers; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; gather, collate and classify information according to established methods; establish friendly atmosphere; knowledge of Family & Medical Leave Act, workers compensation, labor relations, pertinent Laws & Statutes. Above average oral and written communication skills, public speaking and computer technical skills.

I have read and received the Job Classification and Position Description of Administrative Assistant and understand the expectations of the employer

Name: _____
(Print)

Signature: _____ Date: _____