

ADMINISTRATIVE ASSISTANT II
COLUMBIA COUNTY SHERIFF'S OFFICE

I. Primary Purpose and Position Summary

This skilled position is assigned to the Sheriff's Office under the supervision of the Columbia County Sheriff or his/her designee. This position is responsible for carrying out the legal support duties of the Sheriff's Office. The primary functions of this position require exceptional organizational abilities, good communication skills, proficiency in time management, accuracy, and efficiency. This position performs typing, filing, data processing functions, receptionist duties, and answering and appropriately responding to and routing telephone calls. This position also assists with more advanced duties to include processing of open records, civil process, editing of squad and body camera evidence, and creating and maintaining specialized reporting with records management system. This position will compile more complex cases including homicides, child-related crimes/ICAC, tips/leads, and detective investigative reports. This position will follow the confidentiality clause as defined in the Employee Handbook.

II. Essential Duties and Responsibilities.

1. Analyze and assure that complete and proper information is entered into the Sheriff's Office software system.
2. Transcribe dictation and prepare reports and correspondence that are confidential and sensitive in nature.
3. Prepare reports/cases to be forwarded to appropriate agencies.
4. Generate monthly and annual state and local reporting for the department and for State of Wisconsin (WIBRS).
5. Process record check requests for inquiring agencies/public.
6. Receive and distribute incoming and outgoing mail to the appropriate individuals and offices.
7. Work routinely on Sheriff's Office computer network as well as create advanced reporting in other office software programs, applications, and databases.
8. Continues to receive advanced training in law enforcement and clerical procedures and processes.
9. File and maintain neat and orderly incident reports and case files.
10. Edit, prepare, and process squad and body camera footage.
11. Perform and be responsible for a wide variety of computer applications.
12. Perform and be responsible for other office duties such as receptionist duties, directing calls/visitors to the appropriate staff member, and provide information to the public and media.
13. Participates as a team member to improve efficiency and cooperatively solve problems.
14. Create, maintain, and utilize advanced reporting in records management software and state systems.
15. Assist new administrative assistants and continue fostering growth of new staff.
16. Streamline concepts, practices, and policies and procedures to increase productivity and reduce liability.
17. Research, process, and respond to in-depth open records requests that involves Corporation Counsel.
18. Record and prepare parking, traffic, and ordinance citations, criminal arrests, and crash documents in a timely manner for intake into the appropriate court system or criminal justice databases.
19. Perform accounting functions and utilize the county's JDE Software for in-house accounts receivable and payable for records and media releases and civil process service fees as well as provide collection duties.
20. Answer phone calls from the public, other government agencies, and businesses and process those calls accordingly.
21. Keeps confidential information about department and public matters.
22. Reviews, processes, and copies sensitive materials for sex crimes, homicides, and other serious crimes.

III. Education / Hiring Requirements

1. Associate or Business Degree from an accredited vocational college or technical school in administrative assistant, paralegal, or related field and a minimum of one (1) year of responsible office experience.
2. OR a High School diploma or its equivalent, supplemented by post high school course work, and a minimum of three (3) years of work experience in a professional office environment.
3. Computer experience required.
4. Knowledge of the Wisconsin criminal justice system preferred.
5. Pass a thorough background investigation including drug screen and psychological examination.

IV. Knowledge, Skills, Abilities and Experience Required

1. Ability to type accurately from transcription/dictation equipment or a wide variety of sources.
2. Ability to maintain records in a neat and orderly manner.
3. Must possess strong organizational skills.
4. Ability to utilize critical thinking when receiving and processing civil documents for service to include review, meeting timeline requirements, and adhering to the Sheriff's statutory requirements and applicable policies.
5. Knowledge of and proficiency in the application of computer programs such as Word, Excel, Outlook.
6. Ability to communicate effectively orally and in writing.
7. Ability to maintain focus and poise while navigating a fast-paced environment while continually shifting of priorities.
8. Ability to make decisions in accordance with laws, regulations, and established policies and procedures.
9. Ability to work in an office setting and proficiently operate various office equipment such as computers, software systems, telephone systems, copy/print/fax/scan machines, transcription/dictation equipment, etc.
10. Ability to prioritize duties and process last-minute assignments.
11. Knowledge of Wisconsin Statutes and ordinances, the criminal justice system, and a good understanding of the Sheriff's Office policies and procedures.
12. Ability to form and maintain professional, effective relationships with management, co-workers, and the public.
13. Ability to professionally screen and route phone calls efficiently.
14. Ability to prepare concise and accurate information for distribution.
15. Coordination with the County Treasurer and Accounting Office in managing in-house accounts receivable/payable accounts for records and civil process invoicing and revenue.
16. Overall knowledge of Columbia County and its law enforcement agencies.
17. Ability to work independently as well as part of a team.
18. Drug test required.
19. Required to maintain complete official departmental uniform for duty as directed.
20. Ability to work accurately with attention to detail and maintain absolute confidentiality.
21. Ability to accurately type 45 words per minute.
22. Materials and equipment used:
 - General office equipment: computers, telephone, printer, copier, fax, scanners, calculator, etc.
 - Transcription/dictation equipment.
 - Police Communication terminology.

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
2. Visual acuity.
3. Able to hear normal conversation.
4. Able to communicate orally in a clear manner.
5. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements, such as keyboard and foot pedal use.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description as assigned by the Sheriff or his/her designee.

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