

LINN COUNTY CLASSIFICATION

TITLE: SHERIFF SERVICE AIDE
NUMBER: 665
PAY RANGE: 08
CATEGORY: DSA

APPROVAL ORDER NUMBER: 2017-288
DATE: AUGUST 22, 2017

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs moderately complex clerical and receptionist duties requiring a high degree of judgment and decision making.

SUPERVISION RECEIVED: Works under the supervision of the Records Manager who assigns duties and provides instructions or directions as necessary. Questions or problems arising in the work and duties performed may be referred to the Support Services Lieutenant. Work is reviewed for completeness, accuracy and adherence to established procedures and standards.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of positions in this classification. Service Aides may assist in training new employees and may answer questions about procedures.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Greet and assist public and clients in person and via telephone. Direct individuals and incoming telephone calls to appropriate staff.
2. Generate reports, manuals and other data. Maintain electronic and office files; search for and retrieve information requested by authorized persons. Process, code and compile data for various reports. Prepare comprehensive statistical reports on office activities for reports required by other agencies.
3. Receive records, official documents and files from various sources and enter information from these into appropriate computer data bases. Handle correspondence and record information regarding wanted subjects, clients and inmates. Distribute information as appropriate.
4. Collect, receipt and record payment information; balance daily receipts to ledgers and data processing printouts. Prepare daily Linn County Treasurer deposits and post into computerized records.
5. Attend meetings for the purpose of recording accurate meeting notes.
6. Employees in this classification may be required periodically to work in the presence of jail inmates.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.

8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language and the ability to detect and correct basic errors. Considerable knowledge of office and clerical practices, procedures and the use of office equipment. Some knowledge of basic accounting practices; some knowledge of police procedures, practices and terminology. Skill in the use of computers and other office equipment. Ability to accurately type a minimum of 45 words per minute.

Ability to develop a working knowledge of a considerable range of procedures, techniques, laws and ordinances. Ability to exercise some judgment in the performance of duties and interpretation of laws and procedures. Ability to speak clearly and to express information. Ability to understand information presented through oral instruction, written directives or received by telephone. Ability to maintain cross-indexed filing systems and to classify documentary material for filing purposes. Ability to compare and check information for accuracy. Ability to establish and maintain effective working relationships with staff and the general public and other governmental agencies. Ability to maintain confidential information.

EXPERIENCE, EDUCATION AND TRAINING: One year of general clerical experience involving public contact or one year of police clerical experience. Graduation from a senior high school or possession of the equivalent GED Certificate. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Must be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year of appointment. Shall maintain a valid medic First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds.