

**Polk County Sheriff's Office Job Description**  
**2017 Administrative Assistant to Sheriff**  
April 21, 1994, Revised November 20, 2006

**Position Concept:**

The Administrative Assistant to the Sheriff assists in productive and efficient management of the office. The member performs administrative, operations, public relations, 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 Administrative Assistant to the Sheriff may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Maintain contact with entities
- Disseminate information
- Brief Sheriff about incidents
- Process Youth Villa applications
- Make travel and flight arrangements
- Schedule conference room for meetings
- Attend staff meetings
- Prepare awards and ceremonies
- Assist Sheriff with Oath of Office
- Attend conferences
- Schedule appointments
- Prepare payroll
- Compose correspondence or memoranda
- Prepare requisitions
- Deal with media
- Receive citizen complaints
- Coordinate meetings and information
- Escort visitors
- Maintain files
- Transcribe tapes
- Maintain manuals

**Education, Professional Certification or License:**

- High School or GED
- Prefer supplemental course work in the clerical and secretarial field

**Professional Experience:**

- Minimum of four (4)years experience as an Executive Secretary or the equivalent skills and knowledge
- Demonstrated proficiency of keyboarding 100 wpm with no more than 10 errors
- Demonstrated proficiency at taking shorthand or speed writing at 100 wpm with no more than 10 errors

**Status:**

Civilian     Sworn     Certified     Exempt

**Blood and Viral Pathogen Risk:**

Minimal Risk     Foreseeable Risk

**Environmental Conditions:**

- Works in an office environment with normal stress levels

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**Required Skills and Knowledge:**

**Knowledge of:**

- Judicial system
- Other Sheriff's offices
- Agency organization
- Sections, members and information
- PCSO policy and procedures
- Youth Ranches operations
- Procedures for travel arrangements
- Geographical area
- Governmental agencies
- Operations center layout
- Sheriff/Chief of Staff's schedule
- Subject matter
- Filing system

**Ability to:**

- Recognize public officials
- Read and write English
- Use discretion and confidentiality
- Operate a motor vehicle
- Operate office equipment

**Skills:**

- Shorthand
- Keyboarding
- Secretarial
- Basic mathematical
- Organizational
- Interpersonal
- Computer
- Scheduling
- Basic English grammar

**Physical Requirements:**

- Lift/carry 30 lbs.
- Bend/squat
- Walk
- Run
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.