



<b>WORKING TITLE:</b> EXECUTIVE OFFICE SPECIALIST	<b>CLASSIFICATION:</b> EXECUTIVE OFFICE SPECIALIST
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> PATROL
<b>PAY RANGE:</b> SFMGT 07	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MARCH 2016

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides a variety of administrative assistance for THE SHERIFF AND Command staff. Reports directly to the Sheriff or designee. Performs advanced secretarial and clerical duties which require considerable knowledge of department policies and functions. Work may be in highly sensitive, confidential, or critical program areas. May be required to perform professional or para-professional duties for a portion, but not a majority, of work time. Requires initiative and independent judgment while working effectively with other elected officials, County department heads, boards, and commissions.

***SUPERVISION RECEIVED:***

Work is performed with considerable independent judgment under supervision of an elected or appointed official. Work is reviewed on the basis of results attained.

***SUPERVISION EXERCISED:***

Employees of this class may supervise work of lower level office specialists. Employees may train to orient new employees and are available to assist on difficult problems.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Schedules, attends, and records meetings of county boards, committees, commissions, and/or governing body.
- Prepares and distributes agendas, pertinent materials, and minutes of meetings.
- Tracks progress of policy decisions through appropriate systems.
- Files, records, and disburses accordingly.
- Writes grants, press releases, and explanatory documents for media and public as assigned.
- Reviews or makes official statements and responds to questions from the media concerning approved press releases.
- Conducts research on behalf of senior staff.
- Utilizes findings to prepare reports, correspondence, and other official documents.
- Coordinates selection of members for various boards, commissions, and committees;

- manages special projects as requested.
- Provides a variety of administrative assistance to policy-making officials.
- Analyzes, recommends, and implements alternative policies, procedures and courses of action.
- Prepares or directs others in preparation of documents or information material.
- Makes recommendations concerning administration and revision of various systems such as personnel, procurement, and record-keeping; participates in preparation and administration of department budget.
- Attends evening meetings as necessary.
- Performs related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Department policies and procedures as required by the position.

#### **SKILL IN:**

- Writing grants and public notices, utilizing proper grammar and punctuation.
- Communicating effectively, both verbally and in writing.

#### **ABILITY TO:**

- Record lengthy and sometimes highly technical meetings or work sessions.
- Work independently within prescribed policies and procedures.
- Coordinate work of subordinates, analyze documents, and prepare reports.
- Establish and maintain working relationships with employees and public.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Three years' experience at a level equivalent to a senior office specialist. College level course work or training in public administration or an area related to the position may substitute for one year of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*