

## **SHERIFF'S ADMINISTRATIVE SPECIALIST / PUBLIC INFORMATION OFFICER**

(\$4625 - \$5622 / monthly)

**DEFINITION:** Under general direction, provides a variety of complex, confidential and difficult office and administrative clerical support assignments to the Sheriff Personnel/Administrative and Emergency Services Divisions; serves as clerical assistant to the Chief Deputy Coroner; and acts as the Public Information Officer for the Sheriff's Office.

**DISTINGUISHING CHARACTERISTICS:** This is a single-position class responsible for the day-to-day office support to the Personnel/Administrative and Emergency Services Division. The position also serves as clerical assistant to the Sheriff-Coroner; Public Information Officer; and is actively involved in emergency services activities. During an emergency, this position is required to work after hours and be on-call.

**REPORTS TO:** Sheriff or Undersheriff.

**CLASSIFICATIONS DIRECTLY SUPERVISED:** None.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** *(Essential functions, as defined under the American with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.)* Duties may include but are not limited to the following:

Plans, organizes and coordinates office support functions to the Personnel/Administration, Sheriff-Coroner, and Emergency Services Divisions; writes correspondence; organizes and maintains files; organizes and keeps records of all staff and squad meetings; calendars appointments and activities; assists in the recruitment, testing and orientation of new staff; performs confidential support work; administers various grants that require application, monitoring and reporting; maintains personnel files; issues, renews and tracks concealed weapons permits; issues, renews and tracks explosives permits; formats, revises and maintains portions of department website; collects material from staff for changing website; trains and directs staff on use of website when needed; maintains and sends monthly vehicle reports to the state; makes presentations as necessary; tracks and orders office supplies; and performs other duties as assigned.

As clerical assistant to the Coroner, the position coordinates and maintains the death statistics reports for the County and State; maintains coroner's files; keeps lists of coroner's cases; initiates contacts with insurance companies, attorneys, and families of deceased individuals; coordinates and completes any requests from the families of deceased individuals; may make community referrals to families of the deceased as needed.

As Public Information Officer, the position serves as point of contact for the Sheriff's Office with the media; writes press releases and disperses to the media; handles inquiries from the media regarding Sheriff's Office activities; answers questions from the public; coordinates public safety and disaster information during emergency situations; posts Sheriff's Office information on a variety of social media sites.

**TYPICAL PHYSICAL REQUIREMENTS:** Sits for extended periods; frequently stands and walks; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal

range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office; occasionally works outside during an emergency situation; has frequent contact with staff and the public.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Proper English usage, spelling, grammar, and punctuation  
Current office methods, practices and procedures  
Grant monitoring and reporting methods  
Records organization and record keeping techniques  
Computer software and basic software training methods  
Community resources for families of the deceased  
Chain of Command and basic policies and procedures in a law enforcement setting  
General finance functions including accounts payable, payroll, and time keeping  
Public Information Officer Procedures  
Media communication, including press releases and social media  
Website maintenance

Ability and Willingness to:

Plan, organize, monitor, and coordinate a variety of administrative clerical support functions  
Establish and maintain cooperative working relationships  
Work independently, prioritize duties and multi-task  
Maintain confidentiality  
Prepare clear, concise and accurate records and reports  
Maintain and monitor grants and related reports  
Represent the Sheriff's Office as the liaison between the Sheriff and the public  
Gather, organize, and present a variety of data and information  
Update department website  
Communicate with others from diverse socio-economic and cultural backgrounds  
Be tactful when dealing with families of deceased individuals  
Develop community referral resources for families of the deceased or county residents during the times of disasters and emergencies  
Effectively represent the Sheriff's Office in contacts with the media, the public, community organizations, and other government agencies

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

Three (3) years of experience working in an office setting performing administrative support duties that may include: file and report organization; writing and developing correspondence, handling confidential and sensitive information; dealing with emotional people in a crisis; disaster or death situation.

A four (4) year degree in communications, social or behavioral science, criminology, public administration, or administration of justice is highly desirable but not required.

Special Requirement:

Possession of a driver's license valid in California.  
A background investigation is required for this position.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*