



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: 2023

JOB TITLE: Administrative Specialist

DEPARTMENT: Law Enforcement

JOB GRADE: 13

FLSA: Non-Exempt

REPORTS TO: Sheriff/Chief Deputy Sheriff

SUPERVISES: N/A

GENERAL DUTIES:

This position provides confidential, administrative Assistance to the Sheriff and to other members of the Sheriff's administrative staff. The incumbent has the authority to sign documents on behalf of the Sheriff; within the scope of this job description, or as directed by the Sheriff. This person also serves as an E-911 Dispatcher/Corrections Officer when required. This is an "at will" position and the individual selected serves at the pleasure of the County Sheriff.

MINIMUM QUALIFICATIONS:

- Associate's degree AND
- two years related office support work, OR equivalent

PREFERRED QUALIFICATIONS:

- Minimum of three years law enforcement experience
- Working knowledge of Sheriff's Office and County services and policies and procedures
- Knowledge of County personnel policies
- Knowledge of data privacy laws in relation to release of information to media and to the general public

KNOWLEDGE, SKILLS and ABILITY:

- Considerable knowledge of secretarial and administrative support practices, business English, grammar, punctuation, and spelling;
- Considerable knowledge of contemporary office practices and procedures as they relate to policies, regulations, statutes, and equipment including automated technology and systems;
- Good interpersonal communication skills in order to establish and maintain effective working relationships with department personnel, other County employees and media contacts, as well as having good rapport with the general public;

- Considerable ability to communicate effectively both verbally and in writing; especially in handling confidential and privileged materials;
- Considerable ability to initiate, organize, prioritize, work, and to meet deadlines;
- Ability to coordinate and organize special projects, trainings, and meetings;
- Considerable skill in problem identification and problem solving. Must use discretion and independent judgment in making decisions of importance;
- Must be knowledgeable in the use of various law enforcement systems and requirements and how they interrelate such as: Minnesota Offense Codes, Minnesota Bureau of Criminal Apprehension requirements, Minnesota Crime Information System, National Crime Information Code requirements, Criminal Justice Information System, Criminal Justice Reporting System requirements, Uniform Crime Reporting System, CriMNet, Minnesota Repository of Arrest Photos, National Incident-Based Reporting System, Permit Tracking System, Automated Fingerprint Identification System, eFiling, and eCharging.

ESSENTIAL FUNCTIONS:

- ✓ **ASSISTANT to SHERIFF and other ADMINISTRATIVE STAFF:**
- ✓ Act as receptionist for Sheriff and administrative staff; screen calls and visitors; take messages or answer questions; take care of requests and/or refer to proper staff for assistance.
- ✓ Keep track of Sheriff's and Chief Deputy's daily schedules. Also know the general whereabouts of other key managerial staff personnel.
- ✓ Provide Sheriff and Chief Deputy with daily reports of the department's "Calls for Service" along with copies of the officer's reports and citations, and the jail book-ins.
- ✓ Prepare Sheriff's incoming mail, forward/copy to appropriate personnel and/or files, edit and/or compose outgoing correspondence for the Sheriff.
- ✓ Post and/or distribute departmental memos, County memos, law enforcement organization announcements, etc.
- ✓ Complete various forms, surveys, etc. submitted to department by other County departments or external agencies, some of which are required in order to receive monetary reimbursement from state or federal agencies.
- ✓ Prepare background research for various licenses and permits and prepare them for signature.
 - Answer questions, distribute and accept applications, and collect fees for permits to purchase and carry handguns. Gather background information internally, from State computer system, and direct from other governmental agencies. Review information and type of permits or denials and submit to Sheriff for signature. Discuss questionable applicants with Sheriff. Maintain computerized list of applications/permits as well as physical files.
 - Answer questions from the public and be knowledgeable on State regulations regarding the Personal Protection Law that permits individuals to carry and conceal a handgun and
 - Answer questions and complete application/permit with applicant for explosives permits. Gather background information as above, review, and submit to Sheriff for signature. Forward copy to State and maintain file of permits.
 - Complete background checks on liquor license and firework license applications for County and city agencies.
- ✓ Act as a sounding board for the Sheriff and other administrative staff on various matters.

- ✓ Provide administrative clerical support as needed/requested by Sheriff and administrative staff.
- ✓ Serve as the County's Civil Process Administrator.
- ✓ Serves as eFiling Administrator. Processes all documents filed with the court systems by electronically filing the documents.
- ✓ Serves as eCharging Administrator. Enter citations for County and City Offices by electronically entering the citations.
- ✓ Serves as the Canadian Firearms Liaison. Maintains and updates Canadian Officials all service weapons that would be crossing the International Border on the way to the Northwest Angle.
- ✓ Serves as a notary for the office and the public as requested.
- ✓ Administers numerous federal and state law enforcement grants.
- ✓ Schedule and process all civil fingerprints for the public as requested.
- ✓ Compile and initiate statistical data for monthly, quarterly and annual reports.
- ✓ Review and process all bills for payment, submit to Sheriff for signature, and forward to appropriate department for payment.

- ✓ **ASSISTANT TERMINAL AGENCY COORDINATOR (TAC):**
- ✓ Maintain and updates the following policies and procedures: System Security Policy Requirements, Standards for Discipline for the Misuse of the CJDN Policy Requirements, Hit Confirmation Policy Requirements, Second Party Check Policy Requirements, Supporting Documentation Procedures for Property Records Requirements, Supporting Documentation Procedures for Missing Person Records Requirements, Supporting Documentation Procedures for Identity Theft Records Requirements, Validation Procedures Requirements, Supporting Documentation Procedures for Wanted Person Record Requirements, Supporting Documentation Procedures for Protection Order/DANCO Records.
- ✓ Oversee that all CJDN operators are trained and certified within six months of hire and continue to recertify every two years.
- ✓ Verify all personnel who have access to Criminal Justice Information have taken basic security awareness and continue to recertify every two year.
- ✓ Maintain physical security of all terminals with access to the CJDN network by protecting against unauthorized access to or routine viewing of computer devices, access devices as well as printed and stored data.
- ✓ Assign login and passwords to personnel as well as disabling personnel after termination of employment.
- ✓ Verify criminal history records and physical or electronic media are properly stored and disposed of when no longer required.
- ✓ Validates all hot files are complete with supporting documentation and are removed when hot files are no longer valid.

- ✓ **HUMAN RESOURCES CONTACT:**
- ✓ Record work hours and time-off hours as reported on daily logs and absentee slips on individual yearly work report sheets. Reconcile these hours with bi-weekly time cards, initial as representative for Sheriff, and submit to County Treasurer/Auditor. The above process involves making sure that all aspects are in compliance with Lake of the Woods County Personnel Policy.

- ✓ Coordinate and monitor employee performance evaluations with supervisors; ensure they are completed. Make copy of completed evaluations for personnel file and forward a copy to County Human Resource Office.
- ✓ Annually coordinate the enrollment of Sheriff's Office employees into the LOW County Health/Flexible Spending benefit plan,
- ✓ Reconcile differences in vacations, sick, and compensatory time totals with County Fiscal Officer.
- ✓ Answer questions for department personnel regarding time-off policies, pay rates, etc., in compliance with County personnel policies.
- ✓ Edit and type confidential information/letters pertaining to department personnel matters.
- ✓ Responsible for submitting various forms to the Minnesota Board of Peace Officers Standards and Training (P.O.S.T. Board) which oversees the licensing of law enforcement officers in the State of Minnesota.
- ✓ Serve on County committees as directed by Sheriff.

- ✓ **DATA PRIVACY:**
- ✓ Serves as the office Data Privacy Administrator.
- ✓ Determine what information cannot be released due to data privacy issues or confidentiality, and strike it from reports.
- ✓ Manage daily telephone inquiries from area media regarding information they deem newsworthy or redirect them to appropriate agency.
- ✓ Handle media inquiries during major incidents and release information at the discretion of the Sheriff or Chief Deputy Sheriff.
- ✓ Retain and store records according to data practices and retention schedule. Monitor and destroy records when needed.

- ✓ **CIVIL BAILIFF:**
- ✓ Provides general security for courtrooms, judicial corridor and other hallways and common areas.
- ✓ To ensure the smooth functioning of the court system by preventing or correcting disruptive behavior and enforcing courtroom rules of conduct.
- ✓ Conducts regular searches of courtrooms and adjacent areas to detect and confiscate contraband and items posing a security risk. Observes, investigates, and resolves risks; reporting unusual security threats to sworn staff.
- ✓ Administers to the care of and control over jury members. Has jurors sign-in, give mileage and verifies current information.
- ✓ Make sure all jurors view the Jury Duty video prior to courtroom proceedings.
- ✓ Provides a secure environment for jurors by prohibiting access by the media and general public.
- ✓ Escorts non-combative custodial defendants from the courtrooms to Probation, Court Administration Offices, and Detention Centers as required.
- ✓ Ability to establish and maintain effective working relationships with Judges, Court Administrative staff, Probation Officers, Attorneys and the general public.
- ✓ Performs all assigned duties in accordance with established rules, regulations and practices.
- ✓ If jurors in deliberations have to stay overnight, bailiff will follow instructions given by the Judge and other protocol as required by policy or law.
- ✓ Maintain training in Court Room Security.

✓ **E-911 Communication's Officer/Correction's Officer:**

✓ List all dispatch/jailer duties

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assist other support staff as needed.
- Assist during special investigations.
- Serve as E-911/Corrections officer on a fill-in/back-up basis.
- Perform all other duties as assigned by the Sheriff.
- Assist the Sheriff in preparing and monitoring the budget as it pertains to the Sheriff's Office.

WORKING CONDITIONS AND ENVIRONMENT:

Duties are generally performed in an office environment located within the Lake of the Woods County Law Enforcement Center. Safety risks are present with an unknown risk to employees because of the criminal element associated with the criminal justice system and numerous dealings with the public within a law enforcement setting.

This position requires the ability to sit for prolonged periods of time as well as good manual dexterity, good hearing, good eyesight, and a clear speaking voice as they relate to working with written materials, computers, telephones, and other office equipment. Frequent movement between County buildings is required as well as the lifting of items twenty (20) pounds or less.

Must have the ability to deal with frequent change, delays, or unexpected events, including extended work hours.

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.