



CLASS TITLE: *Supervising Sheriff Administrator*

BASIC FUNCTION:

Under the direction of the Sheriff plans, directs, manages, supervises, and reviews the activities, operations, and administrative functions of the Sheriff's Office, tasks are based upon the experience and requirements of the office, including comprehensive secretarial support and financial transactions, provides highly responsible and complex administrative support to the Sheriff and other assigned staff. **This position is classified as "confidential" under NRS 288.**

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Advises, updates, and meets with the Detective Sergeant, Chief Dispatcher, Operations Sergeant, Evidence/Supply Sergeant, First Sergeant, Undersheriff and Sheriff regarding status of cases, personnel, budgetary, and critical issues.
2. Analyzes, develops, administers, monitors and coordinates the Sheriff's budget, including but not limited to staffing, equipment, materials, and supplies, expenditures, adjustments and documentation in compliance with County policies.
3. Directs and supervises clerical, secretarial, and administrative technicians assigned to the Administrative Division. Assigns, monitors, reviews and evaluates work assignments of staff for efficiency and effectiveness with established policies and procedures.
4. Prepares recruitment materials, develops advertisements and coordinates multimedia opportunities. Coordinates with the Human Resource department on the revision and analyses of job descriptions, job analyses, and position applications. Determines appropriate markets for qualified applicants and develops outreach programs to attract potential law enforcement candidates.
5. Coordinates, interacts with and represents the department to the general public, elected officials, law enforcement, department heads, attorneys, state, federal, and local governmental agencies regarding programs, policies and activities. Ensuring compliance with statutes, rules and regulations regarding the administration of the department.
6. Advises, updates, and meets with the Operations Sergeant, Undersheriff and Sheriff regarding status of criminal case processing, records, civil work, UCS, grant opportunities, grant application, grant maintenance, personnel, budgetary, and critical issues.
7. Develops, monitors, coordinates and directly administers the Administrative Division's budget, including but not limited to staffing, equipment, materials, and

supplies, expenditures, adjustments and documentation in compliance with County policies.

8. Recommends and issues disciplinary action and is intimately familiar with all collective bargaining agreements, including the Nye County Employee Association and the Nye County Law Enforcement Association, in which the Nye County Sheriff's Office participates.
9. May participate, as directed as Sheriff's designee, in labor negotiations, maintains knowledge of relative Nevada Revised Statutes and their application as they relate to the Nye County Sheriff's Office.
10. Prepares a variety of general correspondence, legal documents, reports, articles, agendas, service awards and instructions; maintains and monitors files, follows up on due dates; and performs other monitoring functions to ensure timely completion of work.
11. Coordinates and arranges meetings, reserves and prepares facilities; assists with maintaining schedules for in-service or out of house training; may assist with travel arrangements and claim forms; works with vendors, oversees or manages the billing, vendors, and procurement processes.
12. Under limited direction plans, organizes and implements various grant programs as assigned; completes grant applications; under direction coordinates grant reporting processes and grant related purchases with the finance department; implementation of grant purchases and implementation of grant requirements, and fiscal compliance with various granting agencies.
13. Assists in the performance of quality assurance spot checks and audits.
14. Establish a network of community support and cooperation by meeting with representatives of government bodies, local businesses, other groups or organizations to promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.
15. Assists with response coordination, crisis management and National Incident Management System compliance. Analyzes, selects, compiles and summarizes information on statutes, ordinances, legal decisions, opinions, rulings, memoranda or other legal material of moderate difficulty for internal use. Researches, selects, assess, and compiles information from the law library and other references on a variety of moderately difficult legal subjects.

KNOWLEDGE, SKILLS, AND ABILITIES:

The use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; Planning, organizing, supervising, reviewing and evaluating the work of others; Training others in policies and procedures and work standards; Understanding, applying and explaining office and administrative processes and procedures; Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines. Considerable knowledge of the principles and practices of law enforcement and public service and of the policies and principles of emergency management.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from high school or equivalent.

A combine of two to four years of secretarial, administrative and/or supervisory or other office management experience in a legal or law enforcement setting is desired.

LICENSES:

Valid Nevada driver's license. Possession of or ability to obtain a notary appointment. Must be bondable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervises administrative technicians

CONTACTS:

Contacts include, but are not limited to Co-workers, other department personnel, law enforcement agencies and their personnel, federal and state personnel, Supreme Court, attorneys, judges, incumbents, other County court clerks, vendors and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; ability to travel to different sites and locations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office and training environment and court environment.