



# MADISON COUNTY SHERIFF'S OFFICE



*Sheriff Bobby Adams*

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2005 E. MAIN ST. - MADISONVILLE, TEXAS 77864

PHONE # (936) 348-2755 / FAX # (936) 348-3763

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## Administrative Assistant III

### Requirements

#### MINIMUM QUALIFICATIONS:

- High School diploma or General Education Degree (GED)
- Valid Class C Driver's License required.
- Must pass pre-employment drug screen/background check.
- Must be at least 18 years old.
- Must be able to lift at least 50 pounds.
- Must be able to sit or stand for long periods of time.
- Must be able to have effective communication via telephone, email, or written communications.
- At least 3 years' experience in handling Law Enforcement budgets.
- Ability to work well with all personality types.
- TCOLE Telecommunications Certification preferred.

**JOB SUMMARY:** Administrative assistant to the Sheriff. Specializes in customer interactions, internal communications between departments, and all purchasing duties. Provides basic clerical support including typing, answering the telephone, and maintaining records. Greets and assists residents, business owners, and visitors to Law Enforcement Center and addresses questions or finds resources to assist from other departments.

#### JOB DUTIES AND RESPONSIBILITIES:

##### ADMINISTRATIVE ASSISTANT TO THE SHERIFF:

Schedules appointments  
Reviews and writes documents.  
Maintains and distributes policy changes.

##### ORDERING:

All purchasing for both Jail and SO side.  
Compare prices and keep accurate amount in budget.  
Keep accurate and up to date inventory of all items.

##### RECORDS:

Handle records requests from citizens coming into the SO.  
Assist and train Records/Admin Clerks in locating and maintaining department records.

##### ACCOUNTS PAYABLE:

Proficient in QuickBooks preferred.  
Handles all billing and purchasing for the SO and Jail.  
Maintaining accuracy with the Madison County Purchasing Policy.

##### NEW HIRES:

Handles all new hires for both SO and Jail.  
Make sure all documentation is accurate.  
Handle all appointment scheduling.

##### Other: Any other duties assigned by the Sheriff.

Assist 911 Dispatchers in answering phone during major events.  
Assist with Validation Process from TCIC/NCIC.  
Assist in all state audits for the agency. TCIC/NCIC, CJIS, SOR CCH.