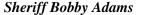


# MADISON COUNTY SHERIFF'S OFFICE





2005 E. MAIN ST. - MADISONVILLE, TEXAS 77864 PHONE # (936) 348-2755 / FAX # (936) 348-3763

### **Administrative Assistant III**

# Requirements MINIMUM QUAILIFICATIONS:

- 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:**

A DAMINICED A TRIVE A COLOT AND TO THE

ADMINISTRATIVE ASSISTANT TO THE	ACCOUNTS PAYABLE:
SHERIFF:	
Schedules appointments	Proficient in QuickBooks preferred.
Reviews and writes documents.	Handles all billing and purchasing for the SO and Jail.
Maintains and distributes policy changes.	Maintaining accuracy with the Madison County Purchasing Policy.
ORDERING:	NEW HIRES:
All purchasing for both Jail and SO side.	Handles all new hires for both SO and Jail.
Compare prices and keep accurate amount in budget.	Make sure all documentation is accurate.

Handle all appointment scheduling.

items.

#### **RECORDS:**

Handle records requests from citizens coming into the SO.

Assist and train Records/Admin Clerks in locating and maintaining department records.

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

Assist 911 Dispatchers in answering phone during major events.

Assist with Validation Process from TCIC/NCIC.

Keep accurate and up to date inventory of all

Assist in all state audits for the agency. TCIC/NCIC, CJIS, SOR CCH.