

Admin Assistant to Sheriff

EMPLOYMENT BENEFITS INFORMATION:

Admin Assistant - \$ pr mo = \$ annually

Full time regular employee

Paid once a month at the end of the month

Insurance – County pays employees

Dependants insurance – Dependant spouses who are eligible for employer sponsored group health coverage must first enroll in their employer sponsored plan in order to be eligible to enroll in the TAC HEBP plan-if insurance is not available through their employment - \$200.00 per month –

PRIMARY TASKS:

The sheriff's department enforces laws, protects the life and property of Brown County residents, and provides safe, secure, and humane confinement of inmates.

The law enforcement division provides patrol and criminal investigations. Special operations include patrol, crime prevention, transport, reserves, and response team.

SUMMARY OF FUNCTION:

Performs general clerical duties as required such as: answering phones, data entry, filing, photocopying, faxing, etc. Reviews, validates and processes a wide variety of documents.

May create and maintain manual and computerized records and files. Uses independent judgment on establishing priorities and then applying procedures to manage workload with minimal supervision. Act as an assistant to the Sheriff, Chief Deputy and Captain of Operations; must understand the work of this administrator so that this work can be explained and performed, if necessary; this position requires many tasks to be performed at once and requires strong public contact with constituents and the handling of highly confidential material. Under minimal supervision, serves as a liaison to the public and other agencies. Must have excellent oral and written communication skills to effectively deal with internal and external Departments and public.

EXAMPLES OF WORK PERFORMED:

Act as an assistant to the Sheriff, Chief Deputies and any other employee; must understand the work of the current administrator so that this work can be explained and performed, if necessary; this position requires many tasks to be performed at once and requires strong public contact with constituents and the handling of highly confidential material. Under minimal supervision, serves as a liaison to the public. Purchasing for Sheriff's Office and Jail, Assist with Grants when asked, Payroll for Deputies and clerical, Bill for reimbursement on inmate transports, Maintain Current employee personnel files (Process, handling of all training and human resource files within the department; in computer and hard files.); Weekly Social Security report; Record of Sheriff Dept Bank accounts (Criminal fees, estray, civil fees, petty cash, inmate commissary, inmate funds) requires the maintenance of several accounts and reports as required by other county departments, (Disbursements, Reconciliations, Deposits; Monthly Auditor report to include bank reconciliations

January 25, 2021

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(Exhibit #4)

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and checkbook register of each account; Sheriff's Petty Cash Check off Ledger; Assist if necessary with Sheriff's Seizure accounts (Chapter 59 seizure reports, Asset forfeiture reports – federal); Assist if necessary, in formulation of budget for new fiscal years using criteria from past year and research into needed items for upcoming year; Entry of purchase orders into Budget Account on Quicken to ensure available monies out of each budget line item; Work with computer support companies in regard to proper training, requests, maintenance and service. Other duties as assigned.

THIS POSITION REQUIRES:

Standing, sitting, kneeling, stooping, lifting, bending, climbing, twisting upper body, walking, carrying large boxes, listening, talking, use of telephone and radio, exposure to computer monitor screens and repetitive data entry. Some assignments may require shift work or work on holidays. Some assignments may also include exposure to individuals with risk of illness.

QUALIFICATION REQUIREMENTS:

Any combination of education and experience equivalent to a High School Graduation or G.E.D. Adequate typing skills (45 wpm with a high degree of accuracy). Knowledge of PC-computer systems with standard word processing experience. A minimum of three year of responsible office/clerical experience. Must successfully pass all written and typing tests required, drug screening and criminal background check. Must be in good physical and mental health. Possess a valid Texas Driver's license. Must be a resident of Brown County and a citizen of the United States of America. Must possess a certified copy of birth certificate. Felony or Class B (and higher) misdemeanor conviction automatically disqualifies. Any arrest for a Felony disqualifies. Interested applicants must understand employment with the Sheriff's Office will be subject to the qualifications required, a rigid background investigation, and an oral interview. Shortly after the deadline, applicants will be screened and qualified applicants will be scheduled for an interview.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform or have the following: 1) communicate effectively both orally and in writing; 2) use electronic data communications; and 3) handle several items at one time, possible in a stressful situation; 4) able to maintain a pleasant and courteous demeanor when dealing with other Sheriff's Office staff, the public and other outside agencies; 5) Able to maintain confidentiality of certain types of information, handles sensitive information and must be able to handle sensitive information according to a rigid policy which is ongoing; 6) must have high degree of personal character; 7) ability to maintain a professional appearance; 8) word processing skills, telephone and receptionist skills, professional courtesy and people skills are required, general computer skills; 9) general organization and filing skills, writing, punctuation and grammatical skills, detail oriented, proofreading skills, must be able to perform repetitive tasks, follow written and oral instructions, must be able to receipt and handle money; 10) be a self-starter, work well under pressure, and work well with little or no supervision. Bilingual is a strong point but not required.

Job Responsibilities –

Duties include but not limited to:

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1. Act as an assistant to the Sheriff, Chief Deputies and other employees; must understand the work of the current administrator so that this work can be explained and performed, if necessary; this position requires many tasks to be performed at once and requires strong public contact with constituents and the handling of highly confidential material;
2. Purchasing for Sheriff's Dept and Jail **must be approved by supervisor prior to ordering**
 - A. Office Supplies
 - B. Officer supplies
 - C. Budget overviews on Quicken to keep up with funds available
 - D. Purchase orders on all bills – process all bills in a timely manner with purchase orders to be delivered to the Auditors office to present to Commissioners Court
3. Entry of purchase orders into Budget Account on Quicken to ensure available monies out of each budget line item.
4. Purchase orders on all bills – process all bills in a timely manner with purchase orders to be delivered to the Auditors office to present to Commissioners Court. You will be receiving bills from vendors. Check the Budget account in Quicken to see if it has already had a purchase order made out, if not then attach a post it to the bill asking if it is 'ok' to pay, as some will not be. You will receive it back, usually with the information of which budget line item to take it out of.
 - A. Post in quicken to keep an accounting of approximate balance at all times.
 - B. Will be answering numerous questions/phone calls in reference to when bills were paid and the amount paid, sometimes long lists.
 - C. Purchase orders on inmate medical – will be checking in NETDATA to see if inmate was in jail on the date of service; if on date of arrest check to see if we took to medical facility or if was already taken prior to bring to jail. Then bill will be sent over to indigent health, for them to process the amount to be paid. When received back from indigent health, a copy is made for the inmate medical folder and the original is attached to a purchase order and a letter, if the full amount billed is not to be paid. Will be entering purchase order information into inmate medical on NTEDATA and on pg 8 of inmate booking; will also be entered on spreadsheet to be email to Jail Lt to be billed to the inmate commissary account, in inmate was in jail at time of service.
 - D. Purchase orders on vehicle maintenance – after the purchase order is made – enter the information in NETDATA on the vehicle maintenance log.
 - E. Purchase orders from the Inmate Commissary account – be sure to make 3 copies of the invoices with the purchase order date, number and total amt, plus the ck# date and amt written on it (for the outside auditor – annual audit of this account).
5. Assist, when necessary, with the Grants
 - A. Research
 - B. Make applications
 - C. Monitor Grant activities
 - D. Process Grant reports on a timely basis
 - E. Upon successful application, maintain reports as required by Department of Justice, TCJ or COG.
6. Maintain vacation, holiday, sick and comp accruals, to be given to employees the end of each month after receiving all timesheets, and an annual report to be turned in to other County Offices at

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the end of the physical year. Enter amount accrued and amount taken in NETDATA under personnel pg 7 in NETDATA.

7. Overtime Payroll

- A. Posting, and submitting
- B. Overtime reports
- C. Part-time employees and monthly for deputies and support staff. Part time – outside maintenance hours can be turned in on the monthly overtime report to Treasurer

8. The jail turns in time for all jail employees. For the Part time jail employees (jail commissary and jail visitation) the Treasurer will fax you a letter stating how much to reimburse the County for the Part time help. A check will be made out of the Inmate Commissary fund for the amount on the fax. Be sure to make three copies.

9. Process handling all new hire employees as per TCOLE guidelines, to ensure all required paperwork is in file on each employee, so that when audited by TCOLE, our department stays in compliance.

- A. Application completed and required documents attached
- B. Process all required TCOLE forms – L1; L2 and L3 if applicable; F5R; current CCH; proof of citizenship; proof of education; military discharge if applicable; background investigation attached; written consent attached; orientation paperwork and roster attached; appointed officer; Deputation if applicable; proof of current firearms if applicable; prints taken and certified mail to DPS with receipt in file; if these are not in file it will your fault the department is not in compliance when audited by TCOLE and the employee could lose their license.
- C. Do up a Commissioner's Court approval Sheet and call the County Judge's office and get on the Commissioners Court Agenda to have the New hire approved.
- D. Enter into the gas card system.
- F. Be sure information is in the Employee system of NETDATA.

10.. Maintaining Current and past employee personnel files

- A. Process handling and filing of all training and personnel documents for files within the department; in computer and hard files (there are step-by-step guidelines), including past employees.
- B. Process and maintain all TCOLE required documents for personal files on one side of the folder. If documents are lacking notify the correct Chief Deputy.
- C. When inquires on employees come in, only give begin and ending dates, pull folder, past or current file, and place on the correct Chief Deputy's desk to answer questions. The Chief Deputy of Enforcement is human resource for all Deputies and up front clerical. The Chief Deputy of Corrections is human resource for all jail employees and road crew.
- D. When inquires on employees come in requiring salary, refer to the Treasurer.

11. Making personnel id cards for our Department and other agencies when necessary and billing for the cards.

12. Employee training

- A. After employee training has been approved – process the purchase order for it.
- B. After training is finished you will receive a trip sheet, copy of certificate and receipts. Process the trip sheet.

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- C. Enter information on training spreadsheet.
 - D. Enter information in NETDATA in personnel.
 - E. At the end of February each year; print out training spreadsheet from March 1 each year to Feb 28 or Feb 29 each year, for the LEOSE report sent each year by the Comptroller of Public Accounts. Give Chief Deputy of Enforcement this information as he does this report. Be sure to keep a copy each year. With this report you will also need a copy of the time sheet check off as of Jan 1 each year (for the employees on that date).
 - F. Employee Anniversaries – Jailers - one year and two year memos to Treasurer
 - G. Certification pay memos will be sent to Treasurer for Certification pay.
13. Process all trip sheets. Enter information into NETDATA transport log. A spreadsheet is done on the inmate transports. It needs to be updated daily, and inmate transport bills are sent out. At the end of each month, a copy of the log for the month is tallied and turned in with the Commissioners Court report to the Sheriff.
14. Deposits – daily – fine, fees of office (jail responsible for deposits on inmate funds)
15. Housing codes on class c charges. Check and fill in daily, they are billed once a month.
16. Billing for reimbursement on inmate transports
- A. TDCJ inmate transport billing
 - B. Bonding Companies inmate transport billing
 - C. Probation/Prosecutors for restitution on inmate transport
 - D. Other Agencies for us housing prisoners
17. Weekly Social Security report
18. Recording of Sheriff Dept Bank accounts into Quicken (Criminal fees, estray, civil fees, petty cash, civil escrow, inmate commissary, old-inmate funds) requires the maintenance of several accounts and reports as required by other county departments,
- A. Disbursements
 - B. Process fine money and forward checks to appropriate agencies
 - C. Process Cash bond and forward to appropriate Sheriff's Dept or local clerks – if cases have been filed
 - D. Reconciliations – reconcile all accounts once a month
 - E. Deposits – daily
 - F. Monthly Auditor report to include bank reconciliations and checkbook register of each account
 - G. Sheriff's Petty Cash Check off Ledger
19. Disbursement from petty cash. Must have receipt, must be approved by supervisor, then a check is given and a purchase order is made, with a copy of the receipt.
20. Disbursement from estray account – employee responsible for estray animals will bring you a form that will be filed at the County Clerks office when an animal is taken to the sale and will tell you the amount of proceeds from the sale, a check will be made to the Treasurer for the amount which she will deposit in the 'Jury Fund' (as per law). The employee responsible for the estray animals will sometimes be bringing a bill from the hauler – which will be paid out of the estray account and be given to the employee responsible to give to the hauler (be sure to staple a copy of the

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bill into the checkbook). The Estray person may also bring a hauling bill or need a check for feed. Be sure to staple a copy of the bill to the check register. At the end of the year print out a report from Quicken on the hauling expenditures and send to the Treasurer for her to the 1099 form for IRS. Assist the Estray person with any paperwork he processes.

21. Monthly Auditor report. At the time your bank reconciliation is done a copy needs to be made for the auditor of each account bank statement there are step by step procedures for this.

22. When necessary request additional money for estray account, it is to have \$1500.00. If account is over then contact Auditor tell them how much is in the account and send a check over for the excessive amount when the Auditor's report is turned in. If there is not enough money, contact the Auditor tell them how much is needed to have the \$1500.00 in account. Assist person responsible for the estray with paperwork if necessary.

23. After the monthly auditor's report is finished. You will need to add that information to the Commissioners court report for the sheriff. It shows all additional monies brought in that are sent to the Treasurer that are not included Auditor's report.

24. Assist with formulation of budget for new fiscal years using criteria from past year and research into needed items for upcoming year.

A. Entry of purchase orders into Budget Account on Quicken to ensure available monies out of each budget line item

25 Assist if necessary to work with computer support companies in regard to proper training, requests, maintenance and service.

A. Net Data,

B. TLETS

C. Local maintenance

26. An invoice from Lone Star should be received from the Commissary company. (If you have not received it then ensure the Commissary orders was sent off and print up the checks for the 1) Sheriff for Commissary Commission, 2) Commissary – Lone Star 3) the Commissary Taxes – Lone Star, 4) Medical reimbursements from the inmates to Treasurer, and for 4) inmate phone time to Treasurer and 5) inmate phone time taxes - Treasurer. The check for Commissary company is put in an envelope and attached to the monitor in Booking for them to give Lone Star when Commissary is delivered; Our Commission check is deposited and the Inmate med reimb check, phone time check and phone time tax check are put in an envelope and delivered to the Treasurer.

27. Under minimal supervision, serves as a liaison to the public duties including:

A. Greets the public;

1. Performs a service such as greeting the public over the telephone or in person and refers them to the appropriate individuals, departments, or agencies and may provide counter service.

B. Answers telephone lines

1. Directs calls, takes and relays accurate messages.

Courteously answers questions and refers individuals to appropriate persons.

C. Provide information and assistance in a high volume customer setting.

D. Responds to inquires and provides information to the public about departmental policies and procedures.

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- E. Responds to inquiries, makes appropriate referrals and takes messages by telephone or from visitors.
- F. Receives, posts and issues receipts for fee payments and submits monies and pertinent information to appropriate personnel.
- G. Assists the public in completing forms, if necessary
- H. Sorting/distributing interoffice mail and regular mail if necessary.

28. Under minimal supervision, assists or performs complex clerical support tasks involving independent judgment.

- A. Performs detail-oriented work;
- B. Performs computer entries with accuracy and handles multiple tasks simultaneously.
- C. Performs general office/clerical tasks to include correspondence, basic spreadsheets, mail distribution, maintaining files and records and provide assistance or information to the public.
- D. Performs filing, copying, faxing, word processing, formatting reports/documents, basic spreadsheets,
- E. Obtaining information from various criminal justice websites,
- F. Preparing folders,
- G. Recording staff minutes, when necessary
- H. Establishes files and records. Organizes, maintains and retrieves case files.
- I. Under general direction, provide assistance in research, support and screens, reviews, analyzes and organizes case-related material required for court presentation and/or case settlement in the criminal courts.
- J. Drafts and responds responses to inquiries and provides information about departmental policies and procedures.
- K. Maintains statistical data, records and logs; prepares and compiles and submits reports.
- L. Issues file or case numbers if necessary; reviews, validates, codes and processes a variety of document;
- M. Correspondence for Sheriff, Chief Deputies, etc.
- N. Processes cases, maintains logs and simple database entry, and provides pertinent information to the public.
- O. Interprets and applies general office/clerical practices and procedures.
- P. Locates, inventories, labels and files documents.
- Q. Prepares, processes, types, and delivers case documents and correspondence.
- R. Files case documents with in appropriate case files.
- S. When necessary help transcribes tapes.
- T. Enter, update and retrieve information using multiple systems and databases.
- U. Maintains calendars of scheduled events and reminder systems.
- V. Makes independent decisions, organizes, prioritizes workload and ability to function as a team member;
- W. Process and distribute press releases as necessary
- X. Determine priority of work projects in absence of supervisors
- Y. Maintain an even, steady flow of work without problems, to get work done.
- Z. Preparing accurate reports from varied statistical or accounting information
- AA. Maintain a pleasant but effective manner and maintaining effective working relationship with other employees and departments

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29. Serve as a back up to other Administrative Assistants or secretaries or anyone and everyone else needing assistance.
30. Assist the Administrative Warrants Deputy -with the following to include but not limited to the following:
 - A. Jury Duty, and Grand Jury Mail out
 - B. Criminal Histories for SO and Courthouse
 - C. Data Entry on the following
 - i. Warrant Entry/Purge/clear/cancel warrants
 - ii. In in-house computer
 - iii. TCIC/NCIC
 - D. Mail all TRNS and Bonds to other agencies on out of county warrant arrests
 - E. Return all recalled and served warrants to appropriate courts.
 - F. In TCIC/NCIC send administrative teletype messages
 1. For inmates bonded out the night before
 2. For inmates ready for transport on other county warrants
 - G. TCIC/NCIC Article entry/Purge/clear/cancel articles
 - H. TCIC/NCIC Stolen vehicle entry/clear, cancel/purge stolen vehicle etc
 - I. Protective Order Entry into TCIC/NCIC
 - J. Placing Detainers – TDCJ, Kerrville, Federal Marshals etc
 - K. TAC Coordinator duties – Validations and Training – maintaining records for TCIC/NCIC DPS - Audits on TCIC/NCIC every 2 years
 - L. Sex offender registration
 - M. Transportation Arrangements when Warrant or Transport officer out
 - N. Associate Trainer duties for TCIC/NCIC to keep employees training valid.
(Mandatory training on Policies and Procedures for TCIC/NCIC and making sure employees are current on training.)
 - O. Billing City of Early and Bangs for housing inmates on their class “c” charges, on a monthly basis.
 - P. Process all daily paperwork received from Dispatch.
 - Q. Transportation Arrangements when Warrant or Transport officer out
31. Assist the Patrol Secretary with the following to include but not limited to the following:
 - A. Proofreading, correcting and UCR coding and processing *All* Reports including but not limited to Deputy’s reports, fire, accident, dog bite, etc., enter if not in computer.
 - B. Proofreading, correcting and processing *All* Supplements. Enter if not in computer
 - C. Ensure Entry of Tickets/Warnings Issued. Enter if not in computer
 - D. Racial profiling annual report.
 - E. Transfer all photos and videos to computer and DVD’s from deputy’s cameras as necessary.
 - F. Preparing Patrol cases for prosecution. (Includes compiling and organizing cover sheet, copy of report and supplements, probable cause affidavit, complaints, current criminal history, copy of CD’s or DVD’s if requested, color photos if any, affidavits and statements.)
 - G. Help with Vine Link and Vine Watch report.

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- H. Ensure that the jail is preparing/processing/sorting/recording Jail paperwork for you to log prior to giving to the Civil Deputy to deliver to the Courthouse offices – i. Arrest report/affidavit for arrest/warrants for arrest
 - ii. Magistration sheets/bond setting
 - iii. Bonds
 - iv. Notices to appear
 - v. Court appointed Attorney applications, etc

- 32. Assist the CID Secretary when necessary to include but not limited to the following:
 - A. UCR Report; assist with correct entry on UCR Codes on jail booking
 - B. Taking oral statements, when necessary
 - C. Transcribing all recorded statements, when necessary
 - D. Preparing CID cases for prosecution. (Includes compiling and organizing cover sheet, copy of report and supplements, probable cause affidavit, complaints, current criminal history, copy of CD's or DVD's if requested, color photos if any, affidavits and statements.)
 - E. Chapter 59 seized funds reports
 - F. Asset forfeiture reports - federal

- 33. Process all ATF forms – enter onto spreadsheet, make sure information is in NETDATA and then file forms.

- 34. Inmate Commissary account audit information - Any check or deposit made to the Inmate commissary account must have documentation to go with it. A copy of the Lone Star invoice where you did the checks will account for the deposits; but a copy of each receipt or invoice that a check is written for must accompany the checks. When the statement is balanced each month make an extra copy of the Inmate Commissary statement for the outside auditor. Make three copies of everything else. There are two files in the check register drawer – one is for 'outside auditor' for is for ourselves and the county auditor. Put one copy in the outside auditor file and two copies in the other. Periodically check and make sure everything in there, against the register. When the Sept statement is balanced and copied. Call the county Auditor and ask if it is alright to go ahead and take the folder to the outside auditor. Print out the two memorized reports from Quicken and put in his folder and then have it delivered to the outside auditor.

- 35. Keep the toll road accounts current. Be sure the vehicle log or additional vehicles are sent to all the toll road agencies. If a bill from a toll road is received, be sure to send an email to the appropriate toll road agency for 'police or emergency vehicle' to be excused.

- 36. Periodically a call will be received in reference to old bookin records. You will need a date of arrest. You will see if they have a so number. You will go to the fingerprint file room and pull the file and make copies. Then you will go to the jail log book (large registers in the fingerprint file room) and look of the dates, write down the information (who arrested and time, charge (a lot of times will have warrant#), date and time of release and how and who released (the print card will be signed by who booked them in). Then you will come back and update the computer record and scan in the copies of the print card into the bookin record – so that if asked again it will be in the computer

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37. A check from the Inmate telephone should be received every month along with a summary of the accounting. Make 3 copies (one for the Chief Deputy of Corrections, one for the Inmate phone folder and one for the Commissioners court folder). Enter the information on the spreadsheet, then send the check over to the Auditor's office.
38. All other duties as assigned