

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

CHIEF CLERK - SHERIFF

JOB GRADE: 14

JOB CODE: 986

Department: Sheriff's
Reports To: Sheriff
Date: August 2015
FLSA: Exempt
DOT Ref: 375.137-022

JOB DESCRIPTION

Supervise administrative support services for the Sheriff's Department, either directly or through subordinate personnel. Prepare and administer departmental budgets and maintain fiscal records of the department. Oversee commissary operation and records. Monitor whereabouts of sex offenders. Recommend policies and procedures to assure conformity with legal requirements and efficient operations.

ESSENTIAL JOB FUNCTIONS

- A. Perform administrative support services for the Sheriff's Department, enforcement division and corrections division:
1. Propose new and revise existing departmental policies and guidelines in order to promote efficient operations.
 2. Maintain departmental inventory of equipment by adding and deleting as needed.
 3. Provide up-to-date listing of equipment to be covered by insurance.
 4. Prepare departmental payroll and maintain related records.
- B. Relieve the Sheriff of routine administrative duties:
1. Compose and prepare letters and memos for the Sheriff, Chief Deputy, and Corrections Administrator as needed.
 2. Respond to media inquiries and prepare and distribute press releases, as needed.
 3. Assist the Sheriff by preparing certificates and honorary deputy cards, as needed.
 4. Write grant proposals for available state and federal grants, such as COPS, ADECA, DARE, etc. in order to obtain additional funding for the department.
 5. Monitor grants received and prepare required reports.
 6. Prepare, in accordance with established procedures, departmental paperwork required by the County Commission, Personnel Board, or other entities.
 7. Conduct research and confer with attorneys, the Sheriff, and others on legal matters and litigation.
 8. Coordinate special projects, as needed.
 9. Monitor sex offenders by receiving periodic reports, changes of address, and update list to maintain accurate list.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Supervise the administrative support staff and commissary store manager:
1. Assign job duties to staff in order to achieve efficient operation of the department.
 2. Establish procedures and deadlines, and monitor work of administrative staff in order to assure that work is completed in a timely and efficient manner.
 3. Conduct pre-employment interviews and make hiring recommendations to fill positions under direct supervision.
 4. Oversee training of new employees and evaluate progress.
 5. Conduct performance counseling, as needed, and recommend disciplinary action.
 6. Monitor work of school grant officers, DARE officer and universal hiring grant officers in order to evaluate productivity, attendance, and provide administrative assistance, as needed.
 7. Review prisoner accounts to assure that earnings and contributions are properly credited and that allowed debits are deducted.
- D. Serve as the chief financial officer of the department in order to assure that fiscal matters are handled in accordance with legal requirements:
1. Prepare annual budget draft for corrections and enforcement divisions, using data from the previous year and input from the Corrections Administrator and the Chief Deputy.
 2. Issue purchase orders for the department in accordance with established procedures.
 3. Maintain and balance department bank accounts, law enforcement funds, and other funds maintained by the Sheriff's Department.
 4. Monitor receipts and expenditures to ensure that they conform to approved budget, and if not, notify Sheriff and recommend adjustments.
 5. Maintain petty cash fund in accordance with established procedures.
 6. Assist examiners in conducting internal audit.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of management and supervision.
- Knowledge of Sheriff's Department policies and procedures.
- Knowledge of Marshall County policies and procedures.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of modern office practices, procedures and equipment, including computers.
- Knowledge of the principles of accounting and bookkeeping.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to train subordinate employees.
- Ability to independently assimilate facts and draw sound conclusions.
- Ability to read and understand written instructions, directives, manuals, laws, and regulations.
- Ability to provide guidance and supervision in order to promote the efficient operation of the office.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Ability to make decisions in accordance with precedents and regulations and to apply them to work situations.
- Ability to use a computer and computer software to establish and maintain records, and compose correspondence and other documents.
- Ability to set priorities, plan and implement activities in order to maximize the efficiency of the department.

MINIMUM QUALIFICATIONS

- Bachelor's degree in criminal justice, public administration, business administration or related field, plus five (5) years of progressively responsible experience in a public office (preferably in law enforcement), which includes at least three (3) years of supervisory experience, or an equivalent combination of education and experience.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.