

**TO APPLY FOR THIS POSITION COMPLETE THE ERATH COUNTY SHERIFF'S
OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION**

ERATH COUNTY SHERIFF'S OFFICE IS ACCEPTING APPLICATIONS FOR AN OFFICE SUPERVISOR

JOB SUMMARY: This is a non-exempt position that requires working knowledge of the entire department. The Office Manager supervises the office personnel and is responsible for working closely with all personnel and supervisors of the departments. The Manager reports directly to the Chief Deputy.

ESSENTIAL FUNCTIONS:

- ◆ Process and maintain civil papers for service.
- ◆ Maintain personnel files.
- ◆ Audit time sheets for accuracy and maintain vacation, sick and holiday hours, as well as, distribute pay checks and stubs.
- ◆ Maintain IV-D Child Support court costs processing form and submit to the Attorney General monthly.
- ◆ Process and submit TCLEOSE forms.
- ◆ Make travel and training reservations for the department.
- ◆ Sort and distribute mail, answer telephone, convey messages and run departmental errands.
- ◆ Maintain calendar of appointments for Sheriff, Chief Deputy and Deputies.
- ◆ Complete and submit "Request for Reimbursement" and maintain file for Treasurer receipts.
- ◆ Order uniforms, brass, patches and all required badges for uniforms.
- ◆ Maintain Erath County personnel manual for the Sheriff Department.
- ◆ Distribute copies of missing children bulletins.
- ◆ Send copies of PR-2 form on monthly jail report to District Judge.
- ◆ Notarize statements and documents.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job. Must live within an approved distance from the Erath County Sheriff's Office.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ Two years secretarial experience.
- ◆ Possess a valid Texas Driver's License.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Demonstrate leadership skills and display on the job working knowledge of ordinances, laws, procedures and department policies.
- ◆ Have identifiable supervisory and management skills.
- ◆ Must have the ability to plan and possess organizational skills.
- ◆ Proficient in both oral and written communications.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Law enforcement knowledge, preferred.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Work is performed indoors. Travel is required for job related duties. May risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens, as well as from weapons. There may be exposure to communicable diseases, illnesses and body fluids. This position has continual exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs. Secretary must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Salary is based on experience and the range begins at \$27,939.00 and cannot exceed \$36,242.15. Benefits include health and dental insurance for the employee after a 90 day waiting period. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for an optional group term life benefit for the employee.

Vacation and sick hours are accrued each pay period and there are 13 paid holidays.

Applicant may be subject to background check. A physical and drug screen are required.

This position is open until filled.