

Shelby County Sheriff's Office

JOB DESCRIPTION: Administrative Assistant I – Accreditation Support FLSA: Non-Exempt
LOCATION: Shelby County Sheriff's Office- North Substation
REPORTS TO: Administrative Division Commander

Job Summary: Incumbents of this class provide administrative support to the Administrative Division Commander by performing tasks relating to the Shelby County Sheriff's Office's perpetual accreditation efforts through the Commission on Accreditation of Law Enforcement Agencies (CALEA). Primary responsibilities include, but are not limited to, maintaining accreditation files in an electronic format, creating accreditation memos, collecting statistical data, collecting proofs of compliance, and being competent in CALEA accreditation standards and Shelby County Sheriff's Office Policies and Procedures.

Duties and Responsibilities:

- Use the PowerDMS platform to import documents, track progress on files, add electronic highlights, and organize accreditation files as needed to maintain compliance with CALEA standards.
- Communicate with all divisions of the Shelby County Sheriff's Office in order to obtain proofs of compliance needed for accreditation.
- Create and maintain Excel spreadsheets to track information and statistics related to the accreditation process.
- Identify and verify file compliance with CALEA standards.
- Work in MS Word to prepare, edit, and/or reformat documents as needed at the direction of the Administrative Division Commander.
- Assist with preparing reports, memos, and other documents related to accreditation in MS Word and PDF formats.
- Communicate with other law enforcement agencies and government entities to obtain documentation needed for files or policy preparation.
- Assist with reviewing compliance documentation prepared by others.
- Support and provide assistance to other employees as needed for the efficient operation of the Sheriff's Office.
- Perform other duties and responsibilities as needed and assigned.

Knowledge, Skills, & Abilities:

- Knowledge of various software to include, but not limited to, Outlook, Office, Adobe, PowerDMS, I/LEADS Records Management System, LETS, and AlaCOP
- Knowledge of the CALEA accreditation process and Sheriff Office Policies and Procedures
- Ability to develop and maintain cooperative and professional relations with employees and all levels of management, including other departments and organizations.
- Ability to communicate orally and in writing using proper grammar and spelling
- Ability to work independently with little supervision
- Ability to organize, set priorities, and attend to multiple tasks concurrently while meeting established deadlines
- Ability to use a computer and basic office equipment
- Ability to maintain confidential information
- Ability to maintain accurate records
- Ability to gather and compile information and detect errors or discrepancies in facts

Minimum Requirements:

Age 19 years of age or older

Education: High School diploma or GED

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

