

Position: Assistant Office Manager

Reports to: Undersheriff

Responsible for performing clerical duties in an office setting. Assists the Office Manager by sorting mail, filing, scanning documents, answering phone calls and/or emails, greeting customers and restocking supplies. Assists in the preparation of civil process and warrant records.

Primary Responsibilities

- Answer phones, reroute calls to appropriate agencies and take and deliver messages
- Operate office machines, such as photocopiers, voice mail systems and personal computers
- Assist in filing/scanning duties
- Sort and distribute incoming mail
- Data Entry
- Restock supplies
- Prepares Civil Process that comes through the courts and/or usps, ups and fedex
- Assists in preparing warrant folders, sending postcards out
- Prepares vouchers
- Maintains vehicle fleet maintenance
- Sex Offender Entries into Offender Watch System
- Vehicle Identification Number Inspections
- Notarizes documents
- Processes concealed weapon permits for record checks
- Delivers/Receives mail from our Dispatch Center
- Set up foreclosure sales
- Any other reasonable duty as assigned by the Sheriff