



## ASSISTANT TO THE CHIEF

**Department:** Sheriff  
**Job Class:** 156900  
**Pay Range:** Professional 05

**FLSA Status:** Non-Exempt  
**Represented:** No  
**Civil Service Status:** Non-classified

**GENERAL FUNCTION: This is a civilian, non-commissioned position appointed by the Sheriff.**

This position provides administrative services directly to the Chief of Corrections, and is advanced administrative support work of a highly complex nature. Work is performed with considerable latitude for independent functioning and judgment. Position duties include working with confidential and highly sensitive information.

**ESSENTIAL FUNCTIONS:**

- Manage the administrative office functions of the Chief's Office.
- Inform Chief of noteworthy information impacting the Department and/or requiring his/her attention; establish priorities, provide input and recommendations on disposition of items or action to be taken.
- Execute the directives of the Chief; prepare and disseminate directives department-wide.
- Review administrative actions and solutions for compliance with rules, policies and laws; make recommendations to Chief for policy, problem resolution or appropriate course of action.
- Respond to requests for information and/or citizen complaints; independently assess appropriate response or required action; directly respond to resolve issues, consult with department management, or assign to appropriate departmental staff.
- Monitor and control Corrections budget; make budget recommendations; authorize departmental purchases and prepare annual budget for presentation to the Sheriff, Executive and County Council.
- Monitor budget expenditures and statistical reports. Audit for budget compliance, compile data and prepare estimates. Process registrations and provide payment methods for Corrections Administration travel arrangements. Prepare and enter expense claims and resolve any issues resulting from claims.
- Provide administrative support to grant requests and contract development.
- Supervise and coordinate activities of assigned subordinate employees. Determine work procedures, prepare work schedules and determine methods for expediting workflow. Issue instructions and oversee work for accuracy, neatness and conformance to procedures and policies.
- Train staff in departmental procedures, processes, operation and maintenance of office machines and equipment.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, overtime; schedule vacations to assume adequate coverage for assigned work area.
- Conduct performance evaluations and develop performance measures and standards
- Analyze operating procedures to devise most efficient methods of accomplishing work. Analyze data gathered, develop information and consider available solutions. Participate in the analyses, recommendation and implementation of new systems, policies and procedures.
- Distribute, monitor and assure completion of administrative tasks to be completed on behalf of the Chief to commissioned and non-commissioned staff.
- Prepare management correspondence, proposals and/or reports, which may be routine or complex in nature, or involve confidential matters such as disciplinary action, labor negotiations, internal reviews not for public dissemination; maintain confidential records and files.
- From broad direction or on own initiative, conduct research, analysis and special studies with emphasis on public safety/corrections issues; prepare written reports and compile statistical reports for departmental or public dissemination.

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- Prepare meeting agendas and supporting information; may keep official record or prepare minutes of meetings; prepare informational materials such as brochures and/or graphic or written presentations.
- Schedule and maintain the Chief's calendar; coordinate and set appointments, using independent judgment to assess priority and impact of issues to be scheduled.
- Receive visitors to the Chief's Office, answer telephone calls, open and distribute mail.
- Perform timekeeping function for personnel under the Chief's direct supervision
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned work site.
- Meet the travel requirements of the position, if any.
- Perform the physical requirements of the position; work within the established working conditions of the position.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION EXERCISED AND RECEIVED:** The Assistant to the Chief operates independently under general direction of the Chief. The position routinely supervises, leads and directs the work of others, including clerical/administrative staff Corrections Bureau-wide, performing work for the Correction's Chief. This position supervises lower level administrative staff.

**WORKING ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Assistant to the Chief works in a busy, public-oriented office. The ability to provide quality customer service while maintaining tact, courtesy and a professional demeanor during times of competing deadlines, and/or resolving complaints and dealing with angry or hostile customers, is critical to position success. The Assistant to the Chief works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Position works within the confined area of a maximum security correctional and detention facility and work may involve exposure to inmate population.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those an employee encounters while performing the essential functions of the position. Physical and mental demands include ability to perform manual tasks involved in operating common office equipment and machines; talking, seeing, hearing, and finger dexterity; reasoning and analyzing complex information. May require travel to other work locations in the Pierce County region. May require work on weekends, evenings or reporting to work in the event of emergency.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Thorough knowledge of administrative office practices, office management principles and techniques.
- Policies, procedures and practices applicable to public safety or public administration.
- Computers, automated systems, related equipment and software.
- Advanced mathematics, accounting principles and budget procedures.
- Basic research methodology.
- Technical and varied auditing methods and practices, as required by the position.

**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

**Skill in:**

- The use of systems software, spreadsheet software and computers at the proficient level.
- Advanced level skill in the operation of modern business and office machines and equipment.
- Advanced level of skill in accounting principles and budget procedures.

**Ability to:**

- Effectively organize, prioritize, coordinate, perform and complete multiple duties and functions concurrently and in a timely manner in support of a public administrator.
- Use appropriate independent judgment to determine agency-wide impacts and priorities, and to make decisions regarding appropriate action.
- Effectively supervise other employees and assist in the management of smooth office operations.
- Develop comprehensive recommendations from general written instructions.
- Record minutes and prepare presentations.
- Communicate effectively verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds, including the general public, elected officials, media representatives, law enforcement officials, other governmental jurisdictions and private agencies.
- Maintain a professional demeanor, use tact and diplomacy, in the provision of information and resolution of complaints or conflict.
- Work independently under general direction; use appropriate independent judgment in the completion of work and in decision-making.
- Understand and follow verbal and written instructions.
- Develop and present public information presentations and related informational materials.
- Effectively participate as a member of a public service oriented management team.
- Plan, assign and coordinate the work of co-workers.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Five years progressively responsible clerical and administrative support work required. Other education or experience that clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete a Pierce County Sheriff's Department background investigation, including medical physical, behavioral assessment and/or polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.