



## ASSISTANT TO THE SHERIFF

**Department:** Sheriff  
**Job Class:** 117000  
**Pay Range:** Professional 05

**FLSA Status:** 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 Sheriff of Pierce County, 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 Sheriff's Office.
- Inform Sheriff 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 Sheriff; prepare and disseminate directives department-wide.
- Review administrative actions and solutions for compliance with rules, policies and laws; make recommendations to Sheriff 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.
- Distribute, monitor and assure completion of administrative tasks to be completed on behalf of the Sheriff, to commissioned and non-commissioned staff.
- Delegate and coordinate Sheriff's office clerical support work to departmental staff, as needed; supervise and assign work of volunteers; review and approve completed work.
- 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/law enforcement issues; prepare written reports and compile statistical reports for departmental or public dissemination.
- 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.
- Plan, schedule, coordinate and conduct administrative functions of community forums, community outreach and/or special events, including agendas, dates, facilities, public notices and related public information, program content and presenters.
- Schedule and maintain the Sheriff's calendar; coordinate and set appointments, using independent judgement to assess priority and impact of issues to be scheduled.
- Receive visitors to the Sheriff's Office, answer telephone calls, open and distribute mail.
- 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.

**ASSISTANT TO THE SHERIFF**  
**Classification Description – Pierce County**  
**Page 2**

**SUPERVISION EXERCISED AND RECEIVED:** The Assistant to the Sheriff operates independently under general direction of the Sheriff. The position routinely supervises, leads and directs the work of others, including volunteers and clerical/administrative staff department-wide, performing work for the Sheriff's Office. This position may be assigned full supervisory responsibility.

**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 Sheriff works in an busy, public-oriented office. The ability to a 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.

**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 traveling 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 law enforcement or public administration.
- Computers, automated systems, related equipment and software.
- Basic mathematics, accounting principles and budget procedures.
- Basic research methodology.

**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.

**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.
- 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.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

**ASSISTANT TO THE SHERIFF**  
**Classification Description – Pierce County**  
**Page 3**

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

**Ability to: (continued)**

- 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. College-level coursework in public or business administration, criminal justice or related field may substitute for up to two years' experience.

**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.