

# Windham County Sheriff's Office

**Job Description: Executive Assistant**

**Date Effective:** 01 Mar 2024

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**Date Revised:**

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**DUTY TITLE:** Executive Assistant

**SUPERVISOR:** Sheriff

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## Summary

The Executive Assistant to the Sheriff plays a pivotal role in supporting the efficient functioning of the Sheriff's office in Vermont. This position requires a highly organized, resourceful, and professional individual capable of handling a wide range of administrative and clerical tasks. The Executive Assistant will directly assist the Sheriff in managing day-to-day operations, communication, and coordination within the department, as well as external stakeholders, ensuring the smooth operation of the office.

## Essential Duties and Responsibilities

1. **Administrative Support:** Provide comprehensive administrative support to the Sheriff, including managing calendars, scheduling, handling correspondence, and organizing travel arrangements.
2. **Communication Management:** Serve as the primary point of contact for internal and external communications, screening and directing inquiries appropriately, and maintaining confidentiality as required.
3. **Document Management:** Manage and maintain official documents, records, and files, ensuring accuracy, accessibility, and compliance with legal and regulatory requirements.
4. **Meeting Coordination:** Coordinate and prepare materials for departmental meetings, briefings, and presentations, ensuring all necessary information is available and distributed in a timely manner.
5. **Policy and Procedure Implementation:** Assist in the implementation and enforcement of departmental policies, procedures, and guidelines, ensuring adherence throughout the organization.
6. **Data Analysis and Reporting:** Collect, compile, and analyze data as needed for reports, presentations, and decision-making purposes, ensuring accuracy and relevance.
7. **Event Planning:** Assist in the planning, coordination, and execution of special events, community outreach programs, and public relations activities on behalf of the Sheriff's office.
8. **Budget Management:** Assist in monitoring and managing departmental budgets, tracking expenditures, processing invoices, and preparing financial reports as required.
9. **Liaison with Stakeholders:** Serve as a liaison between the Sheriff's office and various stakeholders, including government agencies, community organizations, law enforcement agencies, and the general public, fostering positive relationships and effective communication.
10. **Special Projects:** Undertake special projects and assignments as directed by the Sheriff, which may involve research, analysis, and the development of recommendations to support departmental goals and initiatives.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- US laws, codes, regulations, policies, procedures, precedents, regulations, executive orders, as they apply to the Windham County Sheriff's Office
- Vermont laws
- Vermont Rules of Civil Procedure
- Agency policies and procedures
- Valcour Records Management System, Spillman, NLETS
- Customer service objectives and strategies
- Telephone, office, and online etiquette

#### **Skills and Abilities to:**

- Excellent communication skills, both verbal and written, with the ability to interact professionally with individuals at all levels
- Strong organizational, multitasking, and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment
- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint)
- Recognize, define, and resolve specific organizational problems
- Work in a liaison capacity with various governmental agencies and the community
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat employees, representatives of outside agencies and members of the public with courtesy and respect
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds, and function calmly in situations which require a high degree of sensitivity, tact and diplomacy
- Ability to use discretion and confidentiality in handling sensitive information and situations
- Ability to work independently with minimal supervision and as part of a team.
- Strong organizational, multitasking, and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.

### **Education and/or Experience:**

1. High school diploma or general education degree (GED);

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2. Associates degree or higher in Business Administration, Public Administration, Human Resource Management preferred
3. Three years as an executive assistant or administrative assistant in a law enforcement or government agency preferred

## **Certificates, Licenses and Registrations**

### **License**

A valid driver's license issued in the United States, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

### **Certification**

Must be authorized, or able to obtain authorization to access criminal justice information pursuant to the Vermont Crime Information Center and the FBI

## **Working Conditions**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to:

- Frequently stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and stoop, kneel, crouch, or crawl.
- Regularly works in inside
- The majority of the workday may be spent sitting at a desk or workstation, operating a computer, and performing administrative tasks.
- Regular use of hands and fingers for typing, writing, and operating office equipment such as computers, phones, and printers
- Regular exposure to a computer screen
- Limited exposure to violent persons and settings within a law enforcement agency

## **Reporting Relationships**

- Reports to the Sheriff