

Shenandoah County

Executive Assistant - Sheriff's Office

Job Summary

The Executive Assistant—Sheriff's Office is a non-sworn position assigned to the Administrative Office who performs complex technical and difficult administrative work for the Sheriff's Office, with a variety of administrative and clerical tasks including managing the business office and performing related functions in support of agency operations. Office management and supervision is exercised over office personnel. Work is performed under the general direction of the Shenandoah County Sheriff.

Essential Job Functions

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Administers all aspects of the business office.
- Supervises assigned staff – provides operational guidance or direction and manages the scheduling of resources. Manages and documents staff performance.
- Builds and maintains positive relationships with the community.
- Maintains close contact with Shenandoah County Administration.
- Handles inquiries, calls, and visitors to office – provides assistance, direction or information.
- Utilizes records management systems – manages data entry, dissemination and reporting of authorized information, and associated filing systems.
- Maintains confidentiality of information, secures and retains records as required – manages the expungement of records.
- Administers an accounting of fiscal and/or financial accounts – monitors expenditures.
- Prepares accounts for audits.
- Assists with budgetary planning.
- Oversees time keeping and payroll.
- Maintains an accounting of seized property as directed.
- Compiles information to handle Freedom of Information Act (FOIA) requests.
- Prepares and disseminates media releases or social media posts as needed.
- Collects and/or records statistical data-information to be released to community and others.
- Prepares reports, spreadsheets, charts or graphs.
- Attends staff meetings and provides periodic status reports as directed.

- Provides instruction, training and/or presentations as needed.
- Plans events or projects as needed.
- Provides other general clerical or file work.
- Aids with disasters, searches, special operations, and/or critical incidents as needed.
- Maintains professional appearance and keep assigned equipment in a state of operational readiness.
- Assists with other administrative matters as directed.
- Meets applicable training and accreditation standards.

Education and Experience

Any combination of education and experience equivalent to graduation from high school including or supplemented by computer coursework and intermediate experience with administrative work.

Licenses or Certifications

Ability to become Virginia Criminal Information Network (VCIN) certified

Special Requirements

Leadership and supervisory experience.

The annual starting pay range for this FLSA non-exempt position is **\$45,292.01 – 72,467.22**, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Sheriff's Office, 810 N.

Main Street, Suite 1 Woodstock, VA 22664. Applications may also be submitted electronically to sheriff@shencosheriff.com

The position is open until filled

To view a complete job description, please [Click Here](#)

To complete an Application, please [Click Here](#)

Shenandoah County is an Equal Opportunity Employer