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**Part One**

**Administration and Management**

**Section B**

**Officer Assignments**

**Title**

**Administrative Assistant**

**Number**

**HCDC-1B-02(c)**

**Effective Date**

**08-22-14**

**Revised**

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**PURPOSE**

- To create a consistent listing of duties and responsibilities for assigned positions within the administrative department.
- To administer and manage the administrative functions of the facility in a professional and responsible manner consistent with ethical business practices and legal requirements.

**POLICY**

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for the position of Administrative Assistant.

**SUMMARY**

The Administrative Assistant works under general supervision and is responsible for administrative work performing and coordinating various departmental functions. This position is overseen by the Director and Executive Administrative Assistant. Duties may be accomplished in a variety of settings, and performs related work as directed.

**ESSENTIAL JOB FUNCTIONS**

This assigned position may include, but not be limited to, the following duties. The management also reserves the right to modify, adjust, or amend duty assignments without notice. The Administrative Assistant's duties shall include the following:

- Answer a large variety of inquiries concerning information from inmate files; must be acutely aware of all laws concerning inmate records, including all confidentiality laws and procedures, interpreting and communicating departmental rules and policies, reviewing and answering routine complaints.

- Familiar with Microsoft Excel.
- Monthly Processing of invoices through Hall County's miscellaneous claims process.
- Knowledge of and ability to work proficiently with Spillman software.
- Maintenance of staff payroll hours.
- Maintain accurate balances of employee vacation, sick leave and compensatory leave time balances.
- Maintenance of billing days, as related to contracts in place with Immigrations and Customs Enforcement, State of Nebraska, US Marshall Service and other Nebraska Counties.
- Familiar with personnel regulations and Family Medical Leave Act (FMLA) employer requirements
- Bank reconciliation.
- Assist with the budgeting preparation.
- Familiarity with Department policy and procedures in regards to the placement of funds on inmate's account.
- Knowledge of the state's regulations for the annual unclaimed property report.
- Familiar with applicable State, local and Federal records retention requirements.
- Coordinating and executing the departmental inmate trust account and the inmate commissary account (Swanson Commissary).
- Relieve Corrections Director, Assistant Director and Executive Administrative Assistant of designated administrative duties related to primary office operations and payroll; perform clerical, reception, and accounting functions in support of the inmate welfare account.
- Analyze accounting problems and recommend/develop improved policies, procedures, and forms in order to improve departmental processes and operation; provide accurate information to other agencies, government officials, clients, departmental personnel and the general public as requested; perform various mail correspondence assignments.

- Compile and calculate statistical data in preparation of the commissary report; complete a variety of departmental service forms and documents; coordinate the compilation of data, conduct analyses and prepare scheduled/requested reports; balance accounts and monitor departmental commissary invoices, expenditures and vouchers; maintain the department's inmate trust and welfare funds; coordinate Inmate Rewards Programs (Fresh Favorites); conduct inventory and order commissary supplies including indigent; maintain departmental records and files.
- Assist in the preparation of informational materials related to department functions; coordinate and complete necessary sales tax forms; conduct research for special projects; coordinate and schedule departmental events.
- Basic understanding of accounting principles.
- Ability to effectively communicate with contracted agents who audit the Department.
- Archival of Department records.
- Knowledge of workman's comp and filing the filing of associated claims.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Perform other duties as assigned.

### **KNOWLEDGE, ABILITY AND SKILLS REQUIRED**

These will be acquired by a combination of structured classroom training, assigned training modules, annual in-service training, and on-the-job learning opportunities. Regular employee performance evaluations will be reviewed and discussed between the Administrative Officer, Administrative Assistant and the Executive Administrative Assistant.

The Administrative Assistant shall acquire the following: Considerable knowledge of procedures of office management; basic principles of accounting and financial record keeping procedures; research techniques. General knowledge of Local, State and Federal regulations governing the operation, practices and procedures relevant to the department's missions and goals.

The Administrative Assistant shall demonstrate the ability to: Communicate effectively orally and in writing with agency personnel, government officials and the public; work independently; establish priorities and make decisions. Must also be able to operate a variety of office equipment (i.e., computer terminal, typewriter, copier machine, calculator, etc.)

### **DESIRABLE TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by college level course work and some experience; Previous office management and Human Resource experience Advanced understanding of pertinent software and computer usage.

### **QUALIFICATIONS**

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

High school diploma or equivalent.

The Director retains the right to determine, set and implement management organization policies of the Department for selection, training, promotion, transfer and reorganization of employees.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information, both verbally and written.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**NECESSARY SPECIAL REQUIREMENTS**

- Must be a citizen of the United States and be at least twenty-one (21) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.
- Possession of a valid state operator's license.
- Pass a criminal history review at minimum once every three (3) years