



# YUMA COUNTY

## RECRUITMENT ANNOUNCEMENT

**Position:** Administrative Support Specialist  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$17.84 - \$22.30/ hr. D.O.Q.  
**Grade:** 5  
**Close Date:** Open Until Filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs administrative and office support work of moderate difficulty for a specialized unit/program within the Sheriff's Office. This position has department specific responsibilities.

**EXPERIENCE & EDUCATION:** High School Diploma or GED equivalent; plus coursework in administrative/office procedures, AND three (3) years of administrative/office work experience; OR an equivalent combination of education and experience. Must be level "A" ACJIS Network Terminal Operator Certified or obtain certification within six (6) months of hire. Preferred typing/keying skills of at least 55 WPM.

**ADDITIONAL LICENSES AND QUALIFICATIONS:** Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

**SPECIAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:  
 Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364  
 Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090  
 Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)  
 See Reverse Side For More Information

## Administrative Support Specialist

**EXAMPLES OF WORK:** *Illustrative Only*) Performs administrative/office support duties; receives, sorts, indexes, files and retrieves forms, correspondence and documents; reviews and verifies documents for validity and accuracy of information; enters data information into various computerized systems; takes abbreviated notes of meetings and transcribes minutes/interviews; responds, formats, composes, proofreads, edits and types agendas, memorandums, letters, forms and correspondence; operates a variety of office machines/equipment; coordinates unit/program activities with other departmental sections/divisions or with other law enforcement agencies; maintains, coordinates, schedules, and organizes unit/program calendars, meetings, appointments, training, and testing; coordinates facilities, audio-visual equipments, materials, supplies and ensures facilities are presentable for meetings/events; may review and process employee registrations for training classes; coordinates travel arrangements to include per diem, transportation, lodging, and flight arrangements; provides employee notifications of all travel arrangements; participates in the development and implementation of procedures, protocols, and processes to increase efficiency or streamline operations within the unit/program; may assist in unit/program needs assessment, analysis of participants' feedback, and evaluation of unit/program effectiveness; collects, compiles, prepares, updates and assembles manuals and/or reference materials; researches and responds to information requests; compiles statistical data for administrative analysis and/or for grant compliance; prepares specialized reports or summaries of data from complex records; maintains computerized databases, office records and files; assists with records retention and destruction; processes and conducts motor vehicle and criminal history checks for security clearance by utilizing the National Crime Information Center (NCIC) and Arizona Criminal Justice Information System (ACJIS), and provides facilities security access; may process identification cards to employees and various personnel representing Sheriff's Office programs and/or units; coordinates maintenance and ITS requests; orders materials and supplies, and maintains inventory; responds to public and staff inquires and resolves issues within scope of authority; assists with departmental activities/events, special assignments and/or projects; regular and reliable attendance; performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; terminology and procedures specific to specialized unit/program; business English, spelling, arithmetic, punctuation and grammar; modern office practices, procedures, and equipment; office computer hardware and software applications; principles of recordkeeping; coordinating departmental activities/events.

**Skills in:** organizing and coordinating calendars, meetings and events; taking abbreviated notes of meetings and transcribing to documents; preparing reports; handling confidential information with discretion; operating modern office equipment, computerized technology and job-related software applications.

**Ability to:** research, synthesize data, and compose detailed reports; proofread and edit original documents, memos and correspondence; participate in developing operational/administrative procedures; maintain filing/records systems; work independently with minimal supervision; establish and maintain effective working relationships with supervisors, employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing.

## Administrative Support Specialist

### Work Environment/Physical Demands:

- Work is performed in general office environment.
- May work non-standard hours during an emergency.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, bending, crouching, and/or crawling.
- Visual and muscular dexterity to operate: computer and office equipment and telephone.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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