



# COUNTY OF MONO



## JOB ANNOUNCEMENT

**ACCEPTING APPLICATIONS**

**SHERIFF**

**SALARY**

**OPEN UNTIL FILLED**

**Administrative Specialist**

\$26.68 - \$32.44 / hourly

Bridgeport, CA

**The County of Mono is accepting applications to fill one vacant Administrative Specialist position.**

Under general direction, provides a variety of complex, confidential and difficult office and administrative clerical support assignments to the Sheriff Personnel/Administrative and Emergency Services Divisions; serves as clerical assistant to the Chief Deputy Coroner; and acts as the Public Information Officer for the Sheriff's Office.

**Distinguishing Characteristics:**

This is a single-position class responsible for the day-to-day office support to the Personnel/Administrative and Emergency Services Division. The position also serves as clerical assistant to the Sheriff-Coroner; Public Information Officer; and is actively involved in emergency services activities. During an emergency, this position is required to work after hours and be on-call.

**Examples of Essential Duties:**

*(Essential functions, as defined under the American with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.)* Duties may include but are not limited to the following:

Plans, organizes and coordinates office support functions to the Personnel/Administration, Sheriff-Coroner, and Emergency Services Divisions; writes correspondence; organizes and maintains files; organizes and keeps records of all staff and squad meetings; calendars appointments and activities; assists in the recruitment, testing and orientation of new staff; performs confidential support work; administers various grants that require application, monitoring and reporting; maintains personnel files; issues, renews and tracks permits; formats, revises and maintains portions of department website; maintains and sends monthly reports; makes presentations as necessary; tracks and orders office supplies; and performs other duties as assigned.

As clerical assistant to the Coroner, the position coordinates and maintains the death statistics reports for the County and State; maintains coroner's files; keeps lists of coroner's cases; initiates contacts with insurance companies, attorneys, and families of deceased individuals; coordinates and completes any requests from the families of deceased individuals; may make community referrals to families of the deceased as needed.

As Public Information Officer, the position serves as point of contact for the Sheriff's Office with the media; writes press releases and disperses to the media; handles inquiries from the media regarding Sheriff's Office activities; answers questions from the public; coordinates public safety and disaster information during emergency situations; posts Sheriff's Office information on a variety of social media sites.

**Knowledge of:**

- Proper English usage, spelling, grammar, and punctuation
- Current office methods, practices and procedures
- Grant monitoring and reporting methods
- Records organization and record keeping techniques
- Computer software and basic software training methods
- Community resources for families of the deceased
- Chain of Command and basic policies and procedures in a law enforcement setting
- General finance functions including accounts payable, payroll, and time keeping
- Media communication, including press releases and social media
- Website maintenance

**Training and Experience:** Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

Three (3) years of experience working in an office setting performing administrative support duties that may include: file and report organization; writing and developing correspondence, handling confidential and sensitive information; dealing with emotional people in a crisis; disaster or death situation.

A four (4) year degree in communications, social or behavioral science, criminology, public administration, or administration of justice is highly desirable but not required.

**Special Requirements:** Valid California driver's license; successful completion of background investigation

**Application Process:** For a complete job description and application see our web page a [www.monocounty.ca.gov](http://www.monocounty.ca.gov) or contact Mono County Human Resources at 760-932-5412/hr@mono.ca.gov. Mail original application to PO Box 696, Bridgeport, CA 93517.

**MONO COUNTY SHERIFF'S OFFICE**

**P.O. Box 616 ~ Bridgeport, California 93517**

**(760) 932-5279 ~ (760) 932-7435 (FAX) ~ [www.monosheriff.org](http://www.monosheriff.org)**

**EOE**