County of Bland, Virginia **Job Description**

JOB TITLE: Part- time Administrative Assistant DEPARTMENT: Sheriff

FLSA STATUS: Non Exempt

SUMMARY OF JOB Performs routine to moderately complex secretarial and clerical duties for the Sheriff's department. The Administrative Assistant is under the direct supervision of the Sheriff.

JOB CONTENT

Serves as the office receptionist; receives screens and routes non-emergency telephone calls; greets and assist the public: picks up and routes mail to the appropriate staff member and/or departments; performs general clerical and word processing duties as directed by the Sheriff; performs fingerprinting for court ordered and citizens prints in the AFIS system; RMS data entry of uniform summons issued by Deputy Sheriff's; performs additional duties not specifically described in this job description as designated by the Sheriff.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High school graduate or equivalent.

Last Revised: August 25, 2016