

**Llano County
Employment Opportunity
Sheriff's Department
Administrative Assistant II – Salary \$48,000**

The Llano County Sheriff's Department is seeking candidates for the position of Administrative Assistant II, under the direction of the Chief Deputy, to provide administrative and budget support to the Sheriff's Department. Duties include but not limited to; review time sheets for accuracy, conduct on-boarding of new employees, conduct exit procedures for exiting employees and assist HR with any other personnel issues concerning the Sheriff's Department. In addition, this full-time position will work closely with the auditor's office to ensure adherence to the Llano County Purchasing Policy and managing the Sheriff's office adjusted budget.

Other requirements to include but not limited to; ability to multitask and have excellent organizational skills, knowledge of the 207(k) for law enforcement compensation and or ability to learn federal and state laws pertaining to law enforcement compensation, and must have knowledge of basic math and report preparation. Candidates must have a valid Texas drivers' license, 2 years' experience in a clerical position or financial institution, and 2 years' supervisory experience.

Job Location: Llano County Law Enforcement Center, 2001 N. Hwy 16., Llano, Texas 78643
Job open: until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Admin Assistant II

Base: 7A

FLSA: Non-Exempt

Department: Sheriff

EEO: 04 Protective Service

Reports To: Chief Deputy

Summary:

This full-time position provides administrative and budget support to the Sheriff Department. Duties include; but are not limited to, review time sheets for accuracy, conduct on-boarding of new employees, conduct exit procedures for exiting employees and assist HR with any other personnel issues concerning the Sheriff's Department. In addition, this position will work closely with the auditor's office to ensure adherence to the Llano County Purchasing Policy and managing the Sheriff's office adjusted budget.

Essential Functions:

- Maintain and update fleet management; Coordinate with Human Resources on accident investigations, claims, and auditor's office for vehicle replacement, registration, and fuel cards.
- Supervise administrative staff and evidence room staff; Coordinate training for all commissioned officers and jail staff; work closely with SO department heads
- Ensures all New hires and terminations are processed and maintained through TCOLE, and coordinates with the Llano County Human Resources Administrator on new hires and terminations.
- Works exclusively with the Llano County Human Resources Administrator to ensure accuracy of Workers' Compensation claims, time keeping records for all SO employees in compliance with all Llano County Personnel Policies.
- Works closely with the Llano County Auditor's office regarding purchase orders and invoices, ensuring all acquisitions made by the Llano County SO are done in compliance with the Llano County Purchasing Policy.
- Other duties ass assigned

Knowledge, Skills and Abilities:

- Must possess strong communication skills, both verbally and written
- Ability to multitask and have excellent organizational skills
- Good computer skills, knowledge in excel, Microsoft word
- Must have knowledge of the Llano County Personnel policies, Sheriff's department internal policies and the Llano County Purchasing policy
- Must have knowledge of the 207(k) for law enforcement compensation and or ability to learn federal and state laws pertaining to law enforcement compensation
- Must have knowledge of basic math and report preparation

Qualification Requirements:

- Must have a valid Texas drivers' license
- 2 years' experience in a clerical position or financial institution
- 2 years' supervisory experience
- High School Diploma or GED
- Must be able to pass a background check, drug and physical test

Physical Demands and Work Environment:

- Office environment setting
- Low to moderate noise level
- Able to sit at a computer for hours at a time
- Stand, bend, stoop, reach up/out and kneel

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date