

## Champaign County Job Description

**Job Title:** Office Supervisor

**Department:** Sheriff

**Reports To:** Lieutenant – Administrative Services Division

**FLSA Status:** Exempt

**Grade Range:** G

**Prepared Date:** July, 2016

**SUMMARY** Performs and supervises subordinates who perform responsible tasks related to the maintenance of records for the Sheriff's Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assigns, reviews and approves the work of subordinates engaged in compiling, maintaining and storing all CCSO records, including Civil Process, Law Enforcement and Corrections related records. Supervises the receipt and processing of all new records, the indexing of current records and the storage of all completed records.

Secures financial operations by monitoring and approving financial processing, reporting, and auditing; supervising staff, handles and supervises the handling of cash and checks which can exceed one hundred thousand dollars.

Reviews financial statements with management personnel.

Ensures that the Sheriff's Records Section practices conform to all applicable state, federal and Sheriff's guidelines regarding processing, retention and/or release of record information.

In conjunction with the Lieutenant of Investigations, reviews all formal requests made by the media and the general public as required under the Freedom of Information Act and responds as appropriate.

Directs the answering of correspondence and inquiries about incarcerated prisoners by deriving data from files regarding time served and related types of information.

Co-ordinates record management functions with those of the State's Attorney's regarding prisoner transfer and extraditions to and from Champaign County. Co-ordinates or oversees transfers of prisoners within the State or extradition from/to other states.

Prepares or supervises the preparation of statistical data for reports required by the Sheriff's Office, the Illinois Department of Detention Standards and Practices and other governmental entities. Enters data in the state's L.E.A.D.S. computer program concerning active criminal warrants, orders of protection and maintains copies for officers to review.

Performs various duties requiring research of criminal records such as tracing and correcting

errors in booking, law enforcement and/or civil process records.

Will be responsible for the proper destruction of records per the State of Illinois records retention schedule.

May maintain inventory of Sheriff's Office supplies and be responsible for researching and requesting bids on purchasing.

May maintain fixed asset inventory including determination necessary to tag and delete equipment from the fixed asset inventory. May assist the Lieutenant of Administrative Services with the preparation of Sheriff's budgets as needed.

**SUPERVISORY RESPONSIBILITIES** Directly supervises the employees in the Administrative Services Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, managing the schedule and time off requests, and directing work; appraising performance; recommending hiring, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High School diploma or general education degree (GED) and one year of responsible office experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

**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, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.