



Dinwiddie County has an outstanding opportunity for an: Office Manager (Sheriff's Office)

Salary Range: \$33,905 - 43,402 (BOQ)

Position closes February 10, 2012

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled administrative support work processing department payroll, calculating security fees, verifying, coding and entering invoices, certifying Compensation Board requirements; performing a variety of administrative support functions, maintaining files, assisting with budget preparation, and related work as apparent or assigned. Work is performed under the moderate supervision of the Deputy Sheriff Major.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Processes and prepares department payroll information; calculates time from time cards and inputs into time sheets; prepares and submits number of over time and holiday hours worked.

Maintains records on hours worked, vacation and sick leave hours; prepares and submits vacation and sick leave usage records to the County.

Calculates payments due law enforcement officers for working selective enforcement and events; submits information to County for payment.

Answers telephone; forwards calls and directs visitors to appropriate party; assists the public with the completion of standardized records or documents.

Prepares invoices for business, schools, etc. for security provided at various events.

Codes department invoices; prepares purchase requisitions; contacts vendors.

Certifies Compensation Board reimbursement; updates associated transactions; certifies Compensation Board budget.

Maintains training and personnel records.

Maintains employees equipment list and vehicle maintenance records.

Prepares performance evaluation reports and maintains scores.

Prepares various departmental forms, records and reports; assists in the preparation of the Sheriff's Office budget.

Prepares and submits Sheriff's fee deposits to the County Treasurer.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the County; general knowledge of the Compensation Board's reporting requirements; general knowledge of human resources and payroll reporting practices; knowledge of Microsoft Office applications; ability to keep detailed office records and prepare accurate reports; ability to perform and organize work independently; ability to operate standard office and computer equipment; ability to prepare effective correspondence on routine matters and to perform routine office assistance details without referral to supervisor; ability to establish and maintain effective working relationships with associates, vendors, Compensation Board representatives and the general public.

Education and Experience

Associates/Technical degree with coursework in administrative support technology, or related field and considerable experience performing administrative, accounting and office management support, or equivalent combination of education and experience. Prior experience with the Compensation Board is preferred.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Position closes Friday, February 10, 2012. For a County application or more information about this opportunity, please visit the Dinwiddie County HR Dept., at 14016 Boydton Plank Road, Dinwiddie, Virginia 23841, (804)469-4500, ext. 2161.