



# Boone County Sheriff's Office Job Description

<b>Job Title:</b>	Administrative Assistant	<b>Reports To:</b>	Admin Sergeant
<b>Department:</b>	Administration	<b>Shift:</b>	M-F 8a-4p
<b>Salary Range:</b>	\$44,343	<b>Position Type:</b>	Non-Exempt
<b>HR Contact:</b>	Brittany Hicks	<b>Date Posted:</b>	
<b>Will Train Applicant:</b>	Yes	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
Online Submission <a href="http://www.boonecountyindianasheriff.com">www.boonecountyindianasheriff.com</a> Click on careers			
<b>Job Description:</b>			

## Role and Responsibilities

Under the general direction of the Admin Sergeant, performs a full range of administrative duties necessary to run the daily functions of the Sheriff's Office. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic reviews of progress. Will serve as the first point of contact for the public, greet visitors, and provide information in a courteous and professional manner.

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Interact with the public in a courteous manner.
- Complete schooling for IDACS/NCIC Full-Operator
- Balance a daily cash book.
- Assist Sex Offender Coordinator with the Sex and Violent Offender Registry.
- Answer and direct phone calls.
- Organize and schedule appointments.
- Develop and maintain a filing system.
- Submit and reconcile expense reports.
- Act as the point of contact for internal and external visitors.
- Write and distribute emails, correspondence memos, letters, faxes, and forms.
- Able to multi-task in a fast-moving environment.
- Performs other such duties as assigned by Sheriff, Matron, or other superior staff
- Successfully complete post-application training.
- Proficiency in Microsoft Office.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Working knowledge of office equipment, like printers and fax machines.

## Preferred Skills

- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments.
- Ability to work in a variety of work environments, good organizational skills, and attention to detail.
- Knowledge and experience in the utilization of technical equipment, including computers.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.



# Boone County Sheriff's Office Job Description

## Requirements

- Be a U.S. Citizen
- Provide a copy of your birth certificate
- Be at least 18 years of age at the time of appointment
- Have obtained a high school diploma or have attained a passing score on the general education development test, indicating a high school graduation level.
- Cannot have any Felony, Battery misdemeanor, or Domestic Violence conviction
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits, and integrity.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Submit to polygraph, psychological, medical evaluations, or any testing BCSO deems necessary.
- Submit to being fingerprinted.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Submit to polygraph, psychological, medical evaluations, or any testing BCSO deems necessary.
- Submit to being fingerprinted.
- Possess normal hearing, normal color vision, normal visual functions, and acuity in each eye correctable to 20/20
- Possess a valid Indiana motor vehicle operator's or chauffeur's license.

Approved By:	Sheriff Tony Harris	Date:	03/28/2025
Last Updated By:	Matron Brittany Hicks	Date/Time:	03/28/2025