



JEFFERSON COUNTY (CO)
invites applications for the position of:
Administrative Assistant
(Investigations Division)

An Equal Opportunity Employer

SALARY: \$1,255.77 - \$1,855.82 Biweekly
\$32,650.03 - \$48,251.27 Annually

OPENING DATE: 08/03/20

CLOSING DATE: 08/17/20 12:00 AM

DIVISION: Sheriff-Investigations

DEPARTMENT: Sheriff's Office

A composite image for a hiring advertisement. On the left, a woman with glasses is smiling while talking on a telephone. In the center, the text "NOW HIRING:" is written in large, bold, white letters. Below this text is a circular logo for the Jefferson County Sheriff's Office, identical to the one in the top left. On the right, a computer monitor displays a website with the heading "Employee Portal". At the bottom of the image, a dark green banner contains the text "INTEGRITY & COMPASSION" in large, bold, white letters.

The Jefferson County Sheriff's Office is searching for a tech-savvy **Administrative Assistant** to play a key role in facilitating administrative support within policies and procedures, managing confidential matters and reports, and facilitates communication between staff and general public meeting coordination.

Come make a difference at the best sheriff's office in the state!

ESSENTIAL DUTIES:

Maintain documents and information by preparing forms and reports using word processing and spreadsheet programs. Verify documents for accuracy. Monitor the flow of paperwork. Electronically file and retrieve documents as necessary.

Facilitate communication by coordinating clear dialog between department staff. Maintain positive relationships with staff members. Coordinate staff meetings. Serve as meeting recorder. Participate in planning meetings. Maintain positive public image for department.

Perform administrative tasks by producing reports and agendas for staff. Ensure all provided material is accurate. Prepare supplies and materials for staff usage. Serve as back-up for front desk. Receive mail, documents, faxes and packages. Order supplies and request maintenance.

QUALIFICATIONS:

Formal Education: Work requires knowledge necessary to understand basic operational, technical, or office processes. *High School Diploma or GED required.*

Experience: *Minimum one year office experience required.*

Technical Skills: Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized. ***Experience with Microsoft Office Suite and Outlook essential.***

Certification & Other Requirements: Colorado Driver's License - at hire.

Applicants must take and pass a written exam, oral interview, polygraph and provide information for background investigation. Must also pass a medical and drug screening.

PLEASE take the time to fully complete the on-line application including work history, education, and answer each supplemental question thoroughly.

APPLICATIONS MUST BE FILLED OUT ONLINE AT:
<http://www.jeffco.us/jobs>

Job #ASAS01
ADMINISTRATIVE ASSISTANT (INVESTIGATIONS
DIVISION)
MS

OUR OFFICE IS LOCATED AT:
100 Jefferson County Parkway, #4530 (303-271-8400)
200 Jefferson County Pkwy (Sheriff - 303-271-5332)
Golden, CO 80419
(303) 271-8400
careertalent@jeffco.us

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