



**Title: Office Manager**

**FLSA Status: Non-Exempt**

**Department: Sheriff**

**Updated: 11/2022**

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### **General Definition of Work**

Performs difficult work assisting with a variety of complex office management and administrative tasks, and related work as apparent or assigned. Work is performed under the limited supervision of County Sheriff.

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### **Essential Functions**

*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 an individual with disabilities to perform the essential functions.*

- Financial Management – manages accounts receivable + payable for the Sheriff's Office; assists Sheriff with annual budget process planning and ongoing budget maintenance; manage bank account for civil process balance monthly and remit funds to the Auditor/Treasurer.
- Civil Process - maintains civil process records + requests from attorneys, County depts and public to ensure compliance with MN Rules of Civil Procedure; once served, processing affidavits + invoicing; schedule foreclosure sales + responding to inquiries regarding sales; coordinating mortgage redemptions with individuals, attorneys, title and/or financial institutions; collection and preparing Writs, bank + wage levies; calculating commissions and fees and disbursing funds from execution.
- Administrative Support - assists Sheriff with personnel issues and maintain confidential records; gathers information necessary for completing reports for licensing compliance and grant applications (bullet proof vest, POST Board licensing + reimbursement, B+W, Snowmobile and OHV; open, sort and distribute mail; arrange Sheriff's appearances before County Board, submit documentation for meeting packets and distribute signed documents; review and approve all timesheets for office.
- Emergency Management - planning, direction, administrative duties and coordination of Countywide Emergency Preparedness Plan; assist in managing response, recovery and mitigation for countywide events within the emergency management system; ensure compliance with State Homeland Security and Emergency Management criteria; ensure compliance with Emergency Management Performance Grant; meet with local emergency preparedness individuals.



### **Knowledge, Skills and Abilities**

Thorough knowledge of accounting/bookkeeping practices and techniques; thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to read, decipher, interpret and understand difficult, detailed and complicated concepts with specialized vocabulary; ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; good skill operating a personal computer and applicable hardware and software, ability to compute rates, ratios and percentages; ability to communicate effectively orally and in writing; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with associates and the general public.

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### **Minimum Qualifications**

Associate or Technical degree and minimal experience, or a combination of equivalent education and experience.

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### **Special Qualifications**

Valid driver's license in the State of Minnesota.

## Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*