



COUNTY OF NYE

CLASS TITLE: ADMINISTRATIVE TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Sheriff or designee performs the administrative duties of the Technician I as well as providing secretarial support to the Sheriff or other as requested.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Performs all the duties of an Administrative Technician I.
2. Maintains accuracy of records including but not limited to: Criminal History Information with State of Nevada Records Division, Records Management System and acts as Custodian of Records for the Sheriff.
3. Prepares and provides attorneys & judges with audio recordings for court procedures to include determining what can be given out.
4. May appear in court as the Sheriff's designee to testify on the validity of the recording & records provided as indicated in items #2 & #3 above.
5. Under direction and when needed is authorized to make decisions with signatory authorization by the Sheriff.
6. Process privilege licenses to include but not limited to: Liquor, Gaming, Brothel, Fireworks and Special Event Permits; includes maintaining & signing of the actual license, identifies suitability of applicant based on background check and presents findings to Board of County Commissioners with recommendation.
7. Daily collects, receipts, depositing all money collected county wide by the Sheriff's office to include transferring funds to the Nye County Treasurer and monthly/yearly reporting and reconciliation.
8. Assists in payroll processing in absence of supervisor.
9. Prepares various departmental statistics pertaining to number and type of crimes, citations issued, incident reports, arrests, and various other items as requested including confidential disciplinary numbers and investigative files on employees.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and 3 years work experience as an Administrative Technician I

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Administrative Technicians I; volunteers and other support staff as directed.

CONTACTS:

Co-workers, other department personnel, public, attorneys, private and federal investigators, other county and state agencies.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.