



COUNTY OF NYE

CLASS TITLE: ADMINISTRATIVE TECHNICIAN I

BASIC FUNCTION:

Under the direction of the Sheriff or designee performs administrative duties including accounts payable, accounts receivable, processing new employees, liquor/gaming licenses, data entry, answering requests for information, general public relations in person and over telephone, and other office/clerical duties 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. Processes accounts payable and/or receivable; preparing Vendor Claim forms and Purchase Order forms to submit for payment; preparing billings for grants and other contracts including DARE and DOE,.
2. Prepares necessary paperwork for purposes of data entry including checking for accuracy and completeness; distributes paperwork to other county and state agencies.
3. Enters data to computer pertaining to cases, incidents, adult and juvenile identification files, traffic accidents and other reports.
4. Processes and issues Liquor and Gaming work cards, Child Care Cards, and Carry Concealed Weapon Permits, setting up ID files for new applicants and updating old files; register ex-felons, sex offenders and handles indigent requests.
5. Performs general office duties including typing, computer operation, fax machine, calculators, copying, answering telephones, scanning and filing.
6. Prepares answers to requests from insurance companies, attorneys, general public, other agencies and federal investigators.
7. Processes new employees, typing oath of office, remitting completed paperwork, and issuing ID cards.
8. Performs secretarial duties for Sheriff, and other department personnel as needed.
9. Prepares written procedures for jobs within department as required.
10. Follows up submissions of arrest fingerprint cards with judgments matching subject, arrest and documentation for submission to the State Criminal History Repository.
11. Assists in payroll processing in absence of supervisor.
12. Prepares various departmental statistics pertaining to number and type of crimes, citations issued, incident reports, arrests, and various other items as requested.

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: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and work experience closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

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.