ADMINISTRATIVE SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates and supervises the activities of the Civil, Records, Field or the Criminal Information Center within the Administrative Services Division of the Washoe County Sheriff’s Office; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate’s degree from an accredited college or university in criminal justice, computer science, communications, business or a closely related field AND two years of full-time progressively responsible administrative experience in service of legal process, public safety or in processing documents and records which require the interpretation and application of statutes, regulations and/or legal opinions; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certification as a qualified user of the National Crime Information Center and Nevada Criminal Justice Information Systems must be obtained within six months of time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Oversee the daily operations of assigned area through the development and implementation of policies and procedures while ensuring adherence to all federal, state and County laws, statues and ordinances related to the Administrative Services section.  

Supervise assigned staff to include work assignments and reviews, establishing work schedules, training staff in proper work methods and techniques, providing professional development, coaching and mentoring, conducting performance evaluations, implementing disciplinary measures and making recommendations for hiring new staff.  

Maintain staff training requirements and compliance by ensuring training manuals are up-to-date, creating lesson plans, workbooks, tests and documentation for desk manuals.  

Coordinate assigned services and activities with other divisions and law enforcement agencies to ensure compliance with Washoe County Sheriff’s Office policies and procedures as well as general criminal justice and law enforcement standards.  

Respond to inquiries, conduct research, and resolve complaints from the public and other agencies regarding policies, practices and procedures.
Interpret and administer the policies of the FBI (Federal Bureau of Investigation) and NCJIS guidelines to identify noncompliance regarding established policies and procedures and make effective recommendations to resolve problems.

Oversee warrant entry and maintain a variety of automated and manual logs, records, files and indexes pertaining to each criminal information system.

Maintain technical system updates.

Coordinate and processes a variety of requests with criminal and non-criminal agencies.

Serve as primary resource for information and interpretation of local, state and federal laws related to the assigned area, and ensure adherence to all federal, state and county laws, statutes, and ordinances.

Compile, analyze and organize data to submit fiscal statistics, written reports, and to present information to management as required.

Represent the programs, operations and functions of the Sheriff’s Office on various committees.

Establish relationships with other law enforcement/criminal justice agencies to ensure compliance with NCIC and NCJIS requirements.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental/divisional policies, practices and procedures.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to area of assignment.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the area of assignment.

**Ability to:**
Select, supervise, develop and evaluate the performance of assigned staff.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Principles and practices of the criminal justice process.

Techniques and methods of record keeping and reporting.

Principles and practices of management, organization, supervision, and training.

Basic budgeting.

**Ability to:**
Plan and organize work to meet schedules and timelines.
Interpret and apply laws, codes, regulations, policies and procedures pertaining to a variety of criminal justice functions.

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Verify accuracy and completeness of documents.

Evaluate operations, develop, recommend, and implement operational alternatives.

Research, compile, tabulate, interpret and analyze data and information, including statistical analysis.

Maintain confidential data and information.

Operate a personal computer and use a variety of software programs.

Write correspondence, narrative reports and other documents.

Communicate orally in a clear, concise manner.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephones and fax machines. Ability to tolerate occasional exposure to the elements, dust, grease, chemicals, and potential mechanical hazards. Ability to occasionally use personal protective equipment such as masks, goggles, gloves, etc.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.