

# LINN COUNTY CLASSIFICATION

**TITLE:** SUPERVISING SERVICE AIDE (Sheriff's Office)  
**NUMBER:** 674 **APPROVAL ORDER**  
**PAY RANGE:** 10 **NUMBER: 2001-661**  
**CATEGORY:** MANAGEMENT/EXEMPT **DATE: December 18, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory duties over Clerical Support Staff of Parole and Probation Division. Performs clerical and records work. Assists in the training of new employees. Also responsible for maintaining contact with janitorial person regarding condition of office.

SUPERVISION RECEIVED: Works under the supervision of the Program Sergeant who assigns specific duties. Exercises personal judgment in the interpretation of rules and operating procedures. Work is reviewed by the Program Sergeant.

SUPERVISION EXERCISED: Exercises general supervision over employees assigned to Clerical Support of the Parole and Probation Division. The Supervising Service Aide assists in the formulation and implementation of management decisions and policies. The Supervising Service Aide assigns and directs Service Aide Personnel. When appropriate, the Supervising Service Aide may recommend action for adjusting grievances, discipline, suspension (with pay), and rewarding Service Aides.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform supervisory duties for clerical staff within the Parole and Probation Division.
  2. Provide information and advice concerning specialized or technical services rendered or related to office functions, including response to difficult problems.
  3. Assign, coordinate and schedule the work of personnel, explain new or revised policies and procedures, provide advice and technical or other assistance as needed, assist in the training of new employees.
  4. Review and evaluate work of personnel supervised, to include performance appraisals, and advise of changes or improvements as necessary.
  5. Perform duties of Service Aide, as specified in job description for Sheriff Service Aide – Parole and Probation Division.
  6. Develop and maintain harmonious and reasonable work relationships with others.
  7. Maintain regular and predictable work attendance.
- Supervising Service Aid

OTHER FUNCTIONS:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: Additional specific details may be provided by the specific office or department job announcement, if applicable.)

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles of office management. Thorough knowledge of spelling, punctuation, capitalization, word usage and sentence construction of the English language sufficient to detect and correct errors in prepared material and to compose basic correspondence.

Skill in the operation of a computer, word processor, transcribing equipment, and other office equipment. Ability to work independently on difficult or complex clerical tasks. Ability to develop a working knowledge of a considerable range of procedures, techniques, laws and ordinances.

Ability to make decisions independently in accordance with established policies and to use initiative and judgment in accomplishing tasks and responsibilities with general instructions and guidance. Ability to plan, organize and supervise the work of personnel. Ability to exercise good judgment, courtesy and tact in dealing with employees and the public in making proper dispositions of problems.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or the equivalent GED Certificate plus a minimum of three years work experience of a clerical nature; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 18 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment. Pass a written and oral interview as prescribed by the Sheriff's Office. Must be Law Enforcement Data System (LEDS) certified within one (1) year of appointment. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds.