**Sheriff’s Office Book Keeper**

**Class Code – 6**

**FLSA – Non-Exempt**

**Nature of Work**

This is very responsible financial and administrative work, conducting financial and administrative office operations for the Sevier County Sheriff’s Office. Activities associated with the job include assisting with the preparation and review of financial statements, assisting with financial planning activities, coordination of annual state audits, including, but not limited to assisting with the annual budget preparation process for the Sevier County Sheriff's Office. The Book Keeper is responsible for accepting money for all cash bonds and then generating cash bond receipts, generating delinquent incident reports when necessary and verifying the accuracy of served warrants and civil process. Job responsibilities require thorough experience in accounting and finance (preferably in a governmental setting), excellent organizational, interpersonal and decision-making skills, dedicated attention to detail and knowledge as it relates to the finances of the Sevier County Sheriff's Office. Other administrative activities associated with the job include answering incoming calls, providing general information and/or referring the caller to the appropriate person, entering information into computerized databases for criminal and civil warrants, criminal summons and citations. Additionally, this employee is responsible for verifying the accuracy of jail intake and release reports, and assisting with daily reports for the Command Staff. Additional activities include assisting the public in a person-to-person setting with general information, distributing incident and accident reports to the public, coordinating departmental operations with various courts. Job responsibilities require considerable knowledge of law enforcement operations and judicial proceedings, strong interpersonal, organizational and decision-making skills and fine attention to detail in order to prevent serious clerical errors that could affect a persons’ civil liberties. Additionally, this class of employee must cross-train in order to provide necessary service(s) to the public. This cross-train requires the employee to be proficient in all areas of the administrative operations. Job performance is evaluated by the Administrative Sergeant, the Administrative Lieutenant or the Operations Captain through review of the efficiency and accuracy of office operations, ability to assist with departmental operations, ability to interact effectively with co-workers and the public and then organizational and decision-making skills. Job activities are also subject to state audits from the Tennessee State Comptroller’s Office as well as the Tennessee Bureau of Investigation.

**Illustrative Examples of Work**

-Assists with ensuring that financial systems are established and operated in accordance with sound accounting practices and federal, state and local accounting and purchasing rules and regulations are consistently followed.

-Makes recommendations concerning accounting systems and financial policies and procedures for the Sheriff's Office operations.

-Assists with overseeing financial transactions including billing, general ledger, payroll, budgeting, and county revenues and ensuring the proper maintenance of all related records.

-Assists with analyzing financial information and preparing reports and financial statements.

-Reviews purchase orders, expenditures and revenue postings to ensure the proper availability of funds for SCSO.

-Assists with distributing monthly financial reports to Operations Deputy Chief, the Chief Deputy, and the Sheriff.

-Assists with closing out the books at year end and printing month end and year end reports.

-Approves travel expenditures for county employees, resolves difficult issues with vendors and suppliers when necessary.

-Assists with budget preparation meetings with the Operations Deputy Chief, the Chief Deputy, and the Sheriff, preparing all documents required for each meeting and formulating budgets directly related to the Sheriff's Office.

-Performs related duties as required.

**Necessary Requirements of Work**

Graduation from an accredited high school (mandatory) or graduation from an accredited college (preferred) for higher education (Associate or Bachelor Degree) in Finance or Business Administration and/or a closely related field of study; thorough knowledge of TIBRS (Tennessee Incident Based Reporting System); experience working with the public preferably in a law enforcement setting; strong organizational and bookkeeping skills; considerable knowledge of law enforcement operations and judicial processes; considerable experience working with computer hardware and software applications; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

-Considerable knowledge of computer hardware and software applications including data base management, word processing and spreadsheet applications.

-Considerable knowledge of specialized law enforcement computer applications and systems including iSOMS, TBI Crime Insight, and TOMIS.

-Considerable knowledge of office administration practices and organization.

-Considerable knowledge of accounting practices and procedures regarding financial reconciliations (book keeping)

-Considerable knowledge of established practices and protocols for service of legal documents.

-Considerable knowledge of the Standard Operating Procedures utilized by the Sevier County Sheriff’s Office.

-Considerable knowledge of federal and state laws and local ordinances pertinent to civil and criminal law enforcement practices.

-Knowledge of major roadways and location of various governmental offices located within Sevier County.

-Ability to maintain effective working relationships with co-workers, local officials, law enforcement personnel and the public.

-Ability to conduct cross-train activities of administrative personnel and ensure the completion of all job-related activities.

-Ability to react in a timely and appropriate manner in emergency and/or stressful situations.

-Ability to make timely and appropriate decisions in response to unusual and/or difficult situations.

-Ability to prioritize and organize daily, weekly and monthly activities to meet established deadlines and reporting requirements.

-Ability to prepare correspondence, memos, reports, etc. in accordance with acceptable grammatical form and established guidelines.

-Skill in the use of computer software applications including word processing, database management and spreadsheet applications.

-Skill in the use of modern office equipment including keyboards (minimum of 60 words per minute), FAX machines, copiers, postage machines, calculators, and multi-line phone and paging systems.

-Thorough knowledge of the principles and practices of the financial administration and acceptable accounting practices and reporting requirements utilized by county Sheriff's Offices in the State of Tennessee.

-Thorough knowledge of the principles and practices of budget development, preparation, and monitoring.

-Thorough knowledge of financial auditing practices and protocols required by the State of Tennessee including required documentation and preparation of reports.

-Considerable knowledge of the functions, structure, and operating policies of Sevier County Sheriff's Office.

-Knowledge of the laws and regulations pertaining to the use and dissemination of protected health information as required by HIPPA.

-Ability to prioritize personal time and activities to meet all financial deadlines and reporting requirements.

-Ability to communicate effectively in oral and written form and prepare budget resolutions and amendments in proper grammatical form.

-Ability to analyze complex financial data, reconcile multiple accounts and resolve financial discrepancies.

-Ability to effectively assist in making sound and logical decisions regarding the assumption, financing and servicing of finances for the Sevier County Sheriff's Office.

-Ability to plan, assign and organize the work of personnel engaged in a variety of financial and clerical activities.

-Ability to effectively assist with the development of sound and effective fiscal and financial management systems, controls and procedures.

-Ability to establish and maintain effective working relationships with government officials, department directors, employees and the general public.

-Skill in the use of computerized accounting systems, proprietary software and commonly utilized accounting and budgeting software programs including word processing, database management and spreadsheet applications.

**Necessary Special Requirements**

-Must be 21 years of age

-Possession of a valid Tennessee driver’s license and the ability to be insured at standard vehicle liability rates.

-Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.