

WALKER COUNTY SHERIFF'S OFFICE – JAIL DIVISION

PAY GROUP: 103

OFFICE ADMINISTRATOR

This job specification outlines the general nature and level of work performed. It is not intended to be an exhaustive list of all duties and responsibilities.

DEFINITION

The Office Administrator provides comprehensive administrative and clerical support to the Jail Administrator and the Sheriff's Department. This role involves managing documents, maintaining records, handling communications, assisting the public, and supporting daily jail operations.

SUPERVISION

- **Reports to:** Jail Administrator
 - **Supervisory Responsibilities:** None
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

1. Maintain and organize all jail division purchase order files.
2. Utilize computer systems to enter, retrieve, and manage reports, correspondence, and records.
3. Assist staff and the public by providing information, retrieving files, and responding to inquiries.
4. Process billing invoices for the Jail Department.
5. Collect and process inmate trust fund mail, including commissary money orders and checks; prepare and complete bank deposits.
6. Handle commissary orders and issue refunds upon inmate release.
7. Order and track supplies necessary for jail operations.
8. Coordinate vending machine stock orders for the jail and Sheriff's Office.
9. Compile and submit monthly reports to the Texas Jail Standards Commission.

10. Provide clerical support during staff shortages or high-demand periods.
 11. Perform additional related duties as assigned.
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QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, computer systems, and recordkeeping practices
- Basic functions of law enforcement and jail operations
- Relevant federal, state, and local regulations

Ability to:

- Work independently with minimal supervision
 - Interpret and apply policies, procedures, and legal requirements
 - Communicate effectively with the public and staff in-person and by phone
 - Maintain organized and accurate records; perform data entry and basic math
 - Operate computers, printers, and standard office equipment
 - Follow written and verbal instructions clearly
 - Remain professional and composed in high-stress or sensitive situations
 - Exercise sound judgment and discretion
 - Establish and maintain positive working relationships
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WORKING CONDITIONS

Environment:

- Office and public service counter setting
- Frequent computer use
- Occasional exposure to hostile individuals, bodily fluids, and communicable diseases

Physical Requirements:

- Prolonged sitting, standing, and walking
 - Lifting and carrying light to moderate items such as office supplies
 - Adequate vision and hearing for reading, communication, and observation
 - Mental acuity for multitasking, decision-making, and working under pressure
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EXPERIENCE AND TRAINING

- **Experience:** Minimum of three years of clerical or administrative experience
- **Education:** High school diploma or equivalent required; additional specialized clerical training preferred
- **Licenses/Certifications:**
 - Valid Texas Driver's License