



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: OFFICE ADMINISTRATOR SHERIFF'S OFFICE

Join our team as the Office Administrator for Rockingham County's Sheriff's Office. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals who provide public safety services for citizens, businesses and agencies within Rockingham County, emphasizing professionalism, cooperation and integrity.

SCOPE OF POSITION:

Performs complex accounting analysis, budget preparation, and administration of civil process service paperwork and associated service fees. Directs and participates in the day to day operations of the office administrative staff.

ESSENTIAL JOB FUNCTIONS:

- Assists in the development and implementation of office protocols; streamlines administrative procedures, task delegation and long-range planning.
- Administers all aspects of electronic time keeping ensuring an accurate biweekly submission of the Sheriff's Office electronic payroll.
- Oversees and ensures the accuracy of financial transactions and adequacy of income and expense records.
- Oversees the annual preparation of compensation and expense budgets.
- Researches and compiles data, generates reports, and provides assistance with the planning and coordination of agency activities.
- Manages the annual performance evaluation process for the Office.
- Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records in accordance with federal and state laws.
- Effectively communicates and collaborates with other county and state agencies.
- Assists department with citizen responses and public relations initiatives.
- Maintain Sheriff's Office records and ensures confidential measures are upheld.
- Must be able to work hours as scheduled based on the requirements of the position and the facility.

REQUIRED EDUCATION AND EXPERIENCE:

- Degree in Business Administration or related field; or
- 3 – 5 years related experience in office administration and/or accounting; or
- Equivalent combination of education and experience.
- Minimum two years' supervisory experience required.
- Experience with municipal budgeting and accounting required; experience in law enforcement administration preferred.
- Intermediate proficiency skills with Microsoft Office applications; advanced proficiency with Microsoft Excel preferred.
- Experience with electronic time and attendance software preferred.

SALARY RANGE: \$1,659.20 – \$2,296.80 / Bi-weekly; dependent upon experience

STATUS/SHIFT: Full Time / First Shift / Exempt

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.