



Rio Arriba County

Job Description

ADMINISTRATIVE ASSISTANT I

DEPARTMENT:	SHERIFF
SUPERVISOR:	UNDERSHERIFF
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	NE3
SALARY:	\$19.49-\$25.34 HOURLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
POSTING DATE:	AUGUST 10, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

POSITION SUMMARY

Under direct supervision from the Undersheriff, contributes to the efficient daily operation of the Sheriff's department by performing a variety of administrative duties in accordance with the established policies and procedures of Rio Arriba County. Maintains professionalism in all interactions with internal and external customers.

ESSENTIAL FUNCTIONS

- Processes and manages legal records, including traffic citations and motor vehicle crash (MVC) reports.
- Prepares, scans, and files reports in records system.
- Prepares and releases incident and MVC reports to the public.
- Receives, prepares, and processes insurance requests for MVC reports.
- Responds to requests for legal documents.
- Collects and prepares court documents for service by deputies.
- Processes bonds for submission to magistrate courts in accordance with legal procedures.
- Responds to and fulfills background record requests from outside agencies and in-person visitors.
- Processes payments for records or services.
- Schedules Sex Offender Registry compliance appointments.
- Manages discovery process for misdemeanor cases, including gathering reports, documents, and

video evidence for court proceedings.

- Assists with District Attorney's evidence reviews.
- Maintains list of upcoming transports and court security.
- Schedules and distributes court security and transport assignments to deputies.
- Trains new employees as directed.
- Establishes and maintains effective filing and retrieval system of departmental information.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department.
- Greets internal and external customers and visitors, determines nature of business, answers questions, and directs to appropriate personnel.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly.
- Responds to questions and requests for information in a professional and timely manner.
- Arranges travel; prepares and submits travel-related documents; and maintains travel information as necessary.
- Receives, sorts, logs, and routes mail.
- Orders office supplies as necessary.
- Establishes and maintains an effective system of communication within the department and builds and fosters effective working relationships with others.
- Complies with all property and department policies and procedures.
- Maintains strict confidentiality of all information processed through the department including records, reports, documents, conversations, etc.
- Contributes to a team effort to achieve goals and deliver successful outcomes.
- Executes other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma/GED.
-  (1) year of experience in an office, administrative, or related environment.
- Ability to communicate in Spanish is preferred.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required when operating a vehicle for work-related purposes; incumbent must possess and maintain a current drive course certificate from Rio Arriba County or must successfully complete and receive a defensive driving course certificate within 30 days of hire.
- Must successfully complete pre-employment requirements including a thorough background investigation, pre-employment drug screening, and MVD check.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Goals, objectives, functions, policies, and procedures of Rio Arriba County.
- Department organization, functions, objectives, policies and procedures.
- Legal documents and court procedures.
- Records and retention management practices.
- Modern office functions, procedures, and equipment.

SKILL IN:

- Reading, reviewing, preparing, and analyzing operational reports, contracts, minutes, resolutions, ordinances, and other business-related documents.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Correct English usage, grammar, spelling, and punctuation.
- Office software and industry-related applications, including spreadsheets, databases, and industry-related applications in a Windows environment.
- Exceptional customer service.

ABILITY TO:

- Perform essential duties and adapt to working conditions.
- Maintain strict confidentiality.
- Communicate efficiently and effectively both verbally and in writing, individually and in meetings.
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds including the public and co-workers at all levels of the organization.
- Understand and follow verbal and written instructions.
- Adapt to varying conditions, analyze situations, and adopt appropriate courses of action.
- Demonstrate professionalism at all times and demonstrate sensitivity in tenuous situations.
- Handle multiple tasks and meet deadlines.
- Work independently with minimal supervision, as well as cooperatively in group/team settings.
- Remain flexible in working hours as needed to meet deadlines and support organizational needs and demonstrate regular and reliable attendance.
- Comply with the safety guidelines of the County and follow the *Rio Arriba County Personnel Policy Handbook*.

PHYSICAL / EMOTIONAL DEMANDS, WORK ENVIRONMENT AND EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office environment with a moderate noise level. Work may occur occasionally outdoors where incumbent may be exposed to varying temperature, weather conditions, and work surfaces. Indoor work is typically completed on an even, dry, carpeted or tiled floor; stairs may be present. Frequent exposure to hostile, violent, and/or offensive individuals. Occasional exposure to hazardous materials; high risk/potentially dangerous situations; dust, fumes, airborne particles and/or allergens; and excessive noise. Work occasionally takes place near hazardous/moving equipment or machinery. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to manipulate, touch, or grasp objects and materials; reach with hands and arms; and communicate effectively. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: copier, scanner, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software/HRIS, adding machine.