



WESTON COUNTY SHERIFF'S OFFICE

BRYAN COLVARD, SHERIFF

Currently accepting applications for Administrative assistant

Administrative assistant job description:

Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Administrative assistants are responsible for confidential and time sensitive material.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to Sheriff.

Administrative Assistant responsibilities, but not limited to:

Answer and direct phone calls

Organize and schedule appointments and meetings

Produce and distribute correspondence memos, letters, faxes, and forms

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Provide information by answering questions and requests

Coordinate with Courts, County Attorney's office and other County Offices on a daily basis.

Operate input and maintain data for Offender Watch (Sex Offender registry)

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.

Maintain computer and manual filing systems

Handle sensitive information in a confidential manner

Receive, maintain invoices, payroll and produce Vouchers for payment

Data entry.



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Applications available on line at westongov.com/county-sheriff/ Send application and or resume the Weston County Sheriff's office: 25 N Sumner Ave. Newcastle, WY. 82701; Position will be open until filled.