



**POSITION VACANCY NOTICE**  
**INTERNAL and EXTERNAL POSTING**

**DATE POSTED:** November 25, 2020  
**OFFICE:** Sheriff  
**POSITION:** Sheriff's Office Executive Assistant

**Position Requirements:** Summit County Sheriff's Office is seeking a well-qualified Executive Assistant. This position performs a wide variety of complex administrative duties, primarily acting as the executive assistant to the Sheriff. The position supports a twenty-four hour workforce that is required to ensure the safety, security and orderly operations of the Sheriff's Office. This is a civilian administrative position reporting directly to the Sheriff.

The ideal candidate will be a team-oriented professional with strong office, organizational, time management and communication skills. The candidate should have excellent customer service demeanor with experience in a law enforcement environment handling confidential materials. Have strong written and verbal communications experience and a demonstrated history of positive attitude, strong job knowledge, above average attention to detail and a history of self-motivation.

This position will coordinate office wide activities, attend Command staff meetings, prepare agendas, provide meeting materials and record minutes. The position will assist in transition of paperwork to Human Resources, assist in posting job vacancies with Human Resources, advertising open positions, and scheduling job interviews as needed. The position serves as a back up to the Sheriff's Office finance personnel, assists with commendations and promotions of personnel, maintains the Sheriff's Office website content and assists with social media posting. The position also completes special projects for the Sheriff and Command staff by organizing and coordinating all information and requirements within specified timeframes. The position assists front office staff as needed and drafts correspondence letters and memos for the Sheriff and Command staff.

**Expectations of the Chosen Candidate:** The chosen candidate will be expected to demonstrate positive demeanor; the ability to react appropriately while under stress; exhibit sound decision making abilities; be able to interact appropriately with individuals from varying socio-economic and cultural backgrounds; handle complex data collection, interpretation, and reporting; work cooperatively with law enforcement, courts, attorneys, vendors, and volunteer groups.

**Required Qualifications:** Must be 21 years of age or older and have a Bachelor of Arts degree from an accredited college or university in marketing, public relations or related field and four years high level experience in an office environment with demonstrated knowledge of government policy or an equivalent combination of education and experience. Must be able to pass a background check, psychological test, polygraph, and obtain a security clearance for work with

Criminal Justice Records. Must have or obtain a Colorado Driver's License within 60 days and throughout employment and know how to safely operate a motor vehicle.

**Hiring Range:** \$2,093.60 to \$3,036.00 bi-weekly, DOQ. Summit County offers an excellent benefit program. PS60, Exempt.

**Application Deadline Date:** This position is open until filled. To apply, please submit a professional cover letter and resume to Undersheriff Peter Haynes, by mail to PO Box 210, Breckenridge, CO 80424, in person at 501 N. Park Avenue, Breckenridge, CO 80424 or via email to [Peter.Haynes@summitcountyco.gov](mailto:Peter.Haynes@summitcountyco.gov).

External candidates are also required to submit a Civilian application available at <https://www.summitcountyco.gov/DocumentCenter/Index/677>

EQUAL OPPORTUNITY EMPLOYER