

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the

20 day of MAY, 2025

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

- To approve changes to the **job title, and salary grade of one (1) position** under the Sheriff's Office

Job Title and Salary Grade Changes

One (1), Sr Administrative Specialist, salary grade 12, min. \$44,803.20, mid. \$54,121.60, max. \$63,440.00, position control number 03 410 605, FLSA non - exempt

To

One (1) Sr Administrative Specialist- CCSO, salary grade 13, min. \$52,228.80, mid. \$62,160.80, max. \$72,092.80, position control number 03 410 605, FLSA non -exempt

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

Yes No Not Vote

Leslie Van Beek
Commissioner Leslie Van Beek

Brad Holton
Commissioner Brad Holton

Zach Brooks
Commissioner Zach Brooks

Attest: Rick Hogaboam Clerk

Monica Reeves
Deputy Clerk

Date: 5-20-25



Sr. Administrative Specialist- Canyon County Sheriff's Office

Department: CCSO
FLSA Designation: Non-Exempt

Pay Range: 13
Effective Date: 05/2025

Job Summary

The Senior Administrative Assistant to the Canyon County Sheriff's Office performs advanced administrative, clerical, and project coordination duties to support the efficient operation of the Sheriff's Office. This position requires independent judgment, discretion, a high degree of confidentiality, and the ability to manage multiple tasks in a fast-paced law enforcement environment. The role serves as a liaison between the Sheriff's Office and internal departments, external agencies, and the public.

Key Responsibilities

- **Administrative & Executive Support:**
 - Provides direct administrative support to the Sheriff and command staff, including scheduling, calendar management, correspondence, and meeting preparation
 - Drafts, edits, and finalizes executive correspondence, reports, presentations, and confidential information
 - Maintains oversight of time-sensitive assignments, follow-up tracking and executive-level priorities
- **Office Management & Coordination:**
 - Oversees administrative workflow within the Sheriff's Office, ensuring efficiency and adherence to policies
 - Coordinates logistics for special projects, meetings, briefings, events, and travel
 - Assists with onboarding and orientation, official oath planning sessions, and personnel transitions
 - Develops and maintains office procedures and documentation to enhance efficiency and ensure continuity of knowledge and processes.
 - Assists with procurement processes and monitors expenditures as required
 - Oversees and manages inventory for the executive office, including technology, office supplies, and reference materials.
- **Communication & Public Interface:**
 - Serves as a point a contact for internal and external stakeholders, responding to inquiries and directing requests appropriately
 - Facilitates communication between the Sheriff's Office and County departments or outside entities
- **Other Duties:**
 - Performs special research or other projects as needed
 - Performs all work duties and activities following county policies, procedures, and safety practices
 - Other duties as assigned

Qualifications

Skills and Abilities

- Operate standard and specialized office equipment and job-related software and type 55 wpm
- Apply knowledge of English grammar, spelling, composition, and punctuation
- Communicate information effectively and persuasively
- Maintain accurate records and prepare clear, concise reports
- Demonstrated customer service skills
- Knowledge of county government practices and procedures
- Ability to build and maintain strong working relationships with employees, officials, media, and the

- public
- Communicate effectively both orally and in writing, while maintaining confidentiality
- Work independently, manage multiple tasks, and meet deadlines under pressure
- Think critically and creatively to develop solutions based on instructions and specifications
- Exhibit strong organizational skills and efficiently coordinate event logistics

Special Qualifications

- Ability to obtain Notary Public
- Successfully complete a background investigation

Education and Experience

- High school diploma or GED equivalency required
- One to three years administrative experience is preferred
- Equivalent combination of experience and training may be considered

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 20 lbs

Disclaimer

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection is made without regard to race, color, religion, sex, national origin, age, disability or genetics.



HUMAN RESOURCES OFFICE Canyon County, Idaho

Marty Danner
Director, HR

MEMO

To: BOCC

From: Marty Danner – HR Director

Date: 05/14/2025

Subject: Request for title change and wage grade adjustment Canyon County Sheriff's Office

Chairman Holton, Commissioner Brooks, and Commissioner Van Beek,

At the request of the CCSO, HR reviewed the Sr Administrative Specialist job description. After a comprehensive review of the position's current duties and responsibilities, which have evolved to include higher-level functions with increased complexity, we are requesting to adjust the title to include – CCSO and adjust the classification grade from grade 12 to grade 13

The reclassification is justified due to the below:

- The scope and responsibility have expanded to include support and executive assistant duties to the entire CCSO command staff
- Comparable internal positions with similar duties and requirements are currently classified at Grade 13

This request is intended to ensure consistency, acknowledge the distinction between position levels, and align the wage with the responsibilities outlined in the job description. If approved, this reclassification will take effect beginning Oct 1, 2025, the beginning of FY26.

Sincerely,

Marty Danner

HR Director