



ADMINISTRATIVE SPECIALIST II - FLEET

Salary: \$37,232.00 - \$43,867.20 Annually

Job Type: Full-Time

Location: Stafford County, VA

Job Description

Provides support to division or department staff; plans, coordinates, and administers the department's vehicle and specialized equipment and replacement program.

Prepares and maintains manual and computerized files and records; coordinates maintenance and repairs for fleet vehicles; and prepares reports. Under direct supervision of the Captain and/or First Lieutenant of Administrative Services Division.

Examples of Duties

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews fleet status, analyzes equipment usage and makes recommendations based on identified needs.

Allocates and distributes vehicles to assigned staff.

Maintains an accurate database of assigned fleet vehicles and specialized equipment.

Plans vehicle replacement cycles and advises the commander on fleet needs.

Inspects vehicles for damage or mechanical problems; maintains file on all monthly vehicle Inspection reports.

Routinely checks preventive maintenance service schedules, state inspections and distributes state license renewal decals.

Maintains database on EZ pass transponders and coordinates the payments of vendor bills.

Schedules ordering, installation and removal of police equipment and maintains sufficient inventory to outfit the vehicle fleet. (MDC, radios, lights, cameras and sirens with the appropriate vendor).

Maintains records on location of all equipment issued.

Maintains ownership files and accuracy of gas cards and their usage.

Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness.

Processes requests for information and report.

Operates a variety of standard office equipment.

Maintaining mobile video recording system (MVR).

Shielding videos per VAFOIA Law.

Preparing MVR videos for court and/or public release.

Performs related tasks as required.

Typical Qualifications

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of basic computer programs; ability to learn specialized computer and stand-alone programs relating to the equipment purchased and maintained by the Stafford

County Sheriff for fleet use; ability to deal courteously with the public under stressful conditions; ability to establish and maintain effective working relationships with associates and the general public.

Any combination of education and experience equivalent to graduation from high school and some office assistance experience including public contact work.

Supplemental Information

Candidate selected will be required to successfully complete a criminal history, full background investigation, medical exam including substance and alcohol testing conducted by the Stafford County Sheriff's Office, at the County's expense.

This is medium work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 10 pounds of force constantly to move objects; climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise. The worker may be required to wear specialized personal protective equipment.



APPLY