



Beaufort County
210 N Market St.
Washington, N.C. 27889

Scott Hammonds
SHERIFF

Office: 252-946-7111
Fax: 252-946-0993

JOB ANNOUNCEMENT

August 12, 2026

POSITION: Sheriff - Administrative Services Supervisor - **REPOST**

SALARY RANGE: \$54,124 - \$67,010 (Salary Grade 67)

DESCRIPTION OF WORK: This position is responsible for supervising the work and functions of Administrative Specialists in the front office and providing administrative support and assistance to the Sheriff.

Work includes coordinating and supervising the work of Administrative Specialists responsible for data entry, collection and storage of law enforcement records, knowledge of processing sex offenders, overseeing the concealed weapon permit process, reports and assisting the public with services provided by the agency. Conducts periodic checks to ensure work is completed correctly and handles disciplinary issues. This employee provides administrative support and serves as aide to the Sheriff; schedules meetings and travel for the Sheriff and serves as his liaison, resolving inquiries, concerns and requests from citizens; adheres to strict confidentiality with sensitive information. Performs duties in the area of payroll, budgeting, purchasing, financial monitoring and plans and coordinates department special events including service award recognition and holiday and retirement events for the agency. This position requires significant public contact handling questions, problems and complaints regarding law enforcement information and services and providing support to law enforcement staff. Work is performed under general supervision of the Sheriff.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of law enforcement. Ability to work effectively with the public daily in a fast-paced environment and remain calm to deal with stressful situations at times. Ability to operate a variety of office machines such as computers (Microsoft, Excel, Computer Assisted Dispatch, etc.) and fingerprint machine. Ability to establish and maintain effective working relationships with Sheriff's Office officials,

Beaufort County Sheriff's Office
In God We Trust



Beaufort County
210 N Market St.
Washington, N.C. 27889

Scott Hammonds
SHERIFF

Office: 252-946-7111
Fax: 252-946-0993

supervisors and co-workers. Must be able to follow written and oral instructions and maintain a high level of confidentiality. Ability to supervise, train and manage administrative staff of three.

DESIRED EDUCATION AND EXPERIENCE: Graduation from a two-year college with a degree in business administration or related area, or any equivalent combination of training and experience which provides the required skills, knowledge and ability to perform the above-described job duties, supplemented by at least two years of experience in the customer service and administrative field. Starting annual salary will be increased by \$2,000 if chosen applicant holds an Associate's Degree, and \$4,000 if chosen applicant holds a Bachelor's Degree.

SPECIAL REQUIREMENT:

Obtain DCI (Division of Criminal Inquiries) certification within a period of time established by the agency.

APPLICATION PROCEDURE: Submit a completed Beaufort County Sheriff's Office application packet to: Sheriff Scott Hammonds, Beaufort County Sheriff's Office, 210 North Market St., Washington, N. C., 27889. Application packets are available at the Beaufort County Sheriff's Office Monday - Friday, from 8:00 a.m. to 5:00 p.m., or on our website at www.beaufortcountysheriff.org Sheriff Hammonds may be reached by phone at (252) 946-7111 ***APPLICATION DEADLINE: AUGUST 31, 2026***

**BEAUFORT COUNTY SHERIFF'S OFFICE IS AN
EQUAL OPPORTUNITY EMPLOYER
CRIMINAL BACKGROUND CHECK, DRIVING RECORD CHECK, PRE-
EMPLOYMENT DRUG SCREEN AND VALID NORTH CAROLINA DRIVER'S
LICENSE REQUIRED**

Beaufort County Sheriff's Office
In God We Trust