

Job Description: SECRETARY I
(SHERIFF'S OFFICE)

CLASS NO. 1813

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Types and enters reports, statements, and letters; transcribes interviews; provides secretarial support for assigned law enforcement personnel; and operates switchboard.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant (Sheriff's Office)
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Sheriff's office employees; other county personnel; and the general public.

EXAMPLES OF WORK

Essential Duties*

Types and/or enters offense reports, statements, affidavits, memos, letters, etc.;

Transcribes and types or enters interviews;

Notarizes documents as requested;

Operates switchboard and takes and distributes messages as appropriate; and

Perform general clerical duties including filing, faxing, copying, and answering telephones.

Other Important Duties*

Provides vacation relief for other Sheriff's Office secretarial staff as needed; and

Performs such other related duties as may be assigned.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/22/2014

CLASS NO. 1813 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office machinery and procedures.

Skill/Ability to: operate a computer using standard word processing software; type or enter information quickly and accurately; operate standard office equipment, including typewriter, copier, fax machine, calculator, telephone system, etc.; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other departmental and county personnel, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least one year of secretarial or clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public.