

Job Description: SECRETARY I (RELIEF ASSISTANT)
(SHERIFF DEPARTMENT)

CLASS NO. 1814

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; operates dispatch system; provides secretarial support in warrants; certified as jailer to assist in control room.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant.
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 enters offense reports, statements, affidavits, memos, letters, etc.;

Transcribes and types or enters interviews;

Notarizes documents as requested;

Operates dispatch system, takes and distributes messages as appropriate;

Performs general clerical duties including filing, faxing, copying, and answering telephones;

Assist with warrants, entering into computer and preparing folders.

Other Important Duties*

Provides vacation relief for other county secretarial, dispatch staff, control room staff as needed;

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.
8/2012

CLASS NO. 1814 (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 and enter information quickly and accurately; operate modern office equipment; 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 graduation, 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.