

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Secretary
DEPARTMENT: Sheriff
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: May 2015

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Secretary for the Henry County Sheriff's Department, responsible for performing a variety of clerical, reception and bookkeeping functions.

DUTIES:

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or directing callers to appropriate individual or department.

Prepares deposits for department accounts and prints checks for bonds and bond fees.

Ability to create and maintain spreadsheets for analysis in excel.

Orders and maintains phone cards for inmates to purchases, distributing cards as requested/purchased. Maintains and monitors jail change machine.

Retrieves toxicology reports and notifies Officers of receipt of results.

Submits inmate information to Social Security Administration on a monthly basis.

Reports felony convictions to voter registration.

Attends Merit Board meetings, take minutes, prepares public notice agendas, and sends letters to board members.

Reviews invoices and submits claims to auditor.

Provides clerical support to Sheriff and Chief Deputy and assists in front office as needed.

Assists Matron with payroll.

Performs related duties as assigned.

sheriff/secretary (a)

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Associates or bachelors in business preferred.

Ability to meet all Department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department.

Knowledge of and ability to make practical application of Sex Offender laws and registration.

Working knowledge of standard office procedures and Department computer programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to make practical application of standard bookkeeping practices/principles.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports.

Knowledge of standard filing systems and ability to create and maintain Department, records, logs and files.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, telephone, fax machine, copier and calculator.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Knowledge of Excel Spreadsheets and Word Documents creating and updating.

Ability to compile, collate, and classify data, and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations, prioritize work assignments, and manage time and resources effectively.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to occasionally travel out of town for training, but not overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has a moderate degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedure, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented through standard bookkeeping checks and/or notification from other departments/agencies/public. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with the co-workers, other County departments, and members of the general public for the purpose of exchanging/verifying information.

Incumbent reports directly to the Matron.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a jail/work release facility, involving sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, keyboarding, hearing, speaking clearly, close vision, and handling/grasping/fingering objects. Incumbent occasionally travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary for the Henry County Sheriff's Department, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name