

**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: August 1993

STATUS: Full-time

DATE REVISED: July 2017

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 Office, responsible for providing clerical support to the Detective Division, Area Drug Task Force and sheriff's office as required.

**DUTIES:**

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

Files reports and distributes mail, faxes, and deliveries.

Transcribes audio/video interviews, conversations, statements, and call-in case reports for Area Drug Task Force, Pace Team, Detectives, Juvenile Officer, and Uniform Division as needed.

Transcribes 911 calls, jail telephone calls, and surveillance recordings for evidentiary purposes. Occasionally transcribes recordings for Prosecutor and/or City Police as needed from CDs, DVDs and other electronic media.

Maintains physical custody of source media of transcribed data and backup of data.

Composes correspondence and types/prepares reports for Investigators and Investigative Teams.

Notarizes documents for forfeiture claims.

Monitors all office supplies for department and orders with approval.

Routinely sets up files for cases according to date/year.

Interacts with cleaning personnel for building maintenance and cleaning.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Associates Degree in Business or 5 or more years work experience.

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

Computer proficiency in document preparation and transcription of recorded media.

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

Proficient in standard office procedures and Department computer programs, MS Office Programs and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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 60+ wpm with speed and accuracy and properly operate a variety of standard office equipment, including computer, transcriber, telephone, fax machine, copier and calculator.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Prosecutor's Office, other law enforcement agencies, 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.

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

Ability to work alone with minimum supervision, often amidst frequent distractions, interruptions, time constraints and multi-task.

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

Ability to occasionally work extended hours.

Working knowledge of ADP Timekeeping and Payroll.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and/or special circumstances. 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. Frequently, decisions are made which are restricted only by organization-wide policies with little direct guidance from supervisor. Errors in incumbent's work are primarily detected or prevented through supervisory review. Undetected errors could result in work delays in other departments/agencies and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Prosecutor's Office, other law enforcement agencies, and members of the public for the purpose of exchanging/verifying information.

Incumbent reports directly to Matron and performs duties as requested by the detectives and drug task force officers.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, close vision, hearing, speaking clearly, and handling/grasping/fingering objects. Incumbent occasionally works extended hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Secretary for the Office of the Sheriff's Area Drug Task Force 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 and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name