

Millard County

Job Description

Title:	Secretary	Code:	10-4210
Division:	Administration	Effective Date:	10/07
Department:	Sheriff's Office	Last Revised:	

GENERAL PURPOSE

Performs a variety **routine administrative and full performance complex clerical duties** as needed to expedite the data entry and data management of all department records, reports, cases and statistics. Provides clerical and secretarial support to departmental administrative and operations personnel.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy Sheriff.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides secretarial support for various law enforcement functions, including general office duties, record keeping, filing, inmate processing, document preparation, transcription, and inbound/outbound mail management.

Acts as "Records Manager"; oversees maintenance of case file system; maintains accurate, comprehensive, and up-to-date incident, property, and criminal history records utilizing hard copy records and computer system; processes traffic accident reports; disseminates reports to departmental and other agency officials; obtains driver's license information, vehicle registration, Utah Criminal History, NCIC III (Interstate Identification Index), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, and property checks, etc.; coordinates with various requesting agencies and court officials; processes records checks as requested by federal, state and local agencies; processes GRAMA requests.

Prepares monthly FBI/BCI report; accumulates and organizes system information records and data bases as needed to prepare and complete; reports total criminal and law enforcement activity according to established categories, i.e. homicide, burglary, rape, assault, auto theft, shoplifting, etc.; distributes copies of reports to appropriate parties or agencies.

Provides clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's department; coordinates with administrators, deputies, attorney, judicial and court personnel; assures accuracy of arrest information and distributes to other agencies and jurisdictions; creates and maintains record log, collects fee for service, creates collection report and deposits revenues with county auditor.

Receives telephone calls; respond to caller inquiries or routes calls to knowledgeable personnel; assists the public by directing to various legal or law enforcement service providers or offices; assists animal control by selling dog licenses.

Monitors office supply inventory; prepares inventory orders; receives and inspects orders upon receipt to verify accuracy; disburses orders; ensures compliance with established purchasing guidelines and regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from a standard senior high school,
AND
- B. Four (4) years of general work experience preferably performing above or related duties.
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of general office management practices and procedures of the Sheriff's Office; basic bookkeeping and accounting methods; the civil functions of the Sheriff's Office and its interrelationship with other county departments; interpersonal communication skills; computer terminal operation and programs unique to civil document processing requirements. Working knowledge of law enforcement software; of administrative procedures; of legal processes associated with the maintenance of public records and documents; GRAMA; interpersonal communication skills, bookkeeping and basic accounting.

Skill in use of transcriber, tape recorder, telephone, computer, calculator, fax and copy machines, postage machine, mobile/base radio, cassette recorder/transcriber.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain confidentiality of information related to cases to prevent the compromise of ongoing case management, prosecution and enforcement; develop effective working relationships with subordinates, department heads and other state officers and employees; perform basic mathematical computations; communicate effectively, verbally and in writing; operate standard office equipment (i.e., calculator, typewriter, and photo copy machine); lift up to 20 lbs.; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public.

3. Special Qualifications and Other Requirements:

- Must be 21 years of age. Successful completion BCI Terminal Operator Class.
- Must be able to type 30 wpm.
- Must acknowledge annual statement of ethical conduct.
- Must comply with all Millard County policies and procedures.

4. Work Environment:

Incumbent of the position performs in an indoor setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and minor lifting. Talking, hearing and seeing is critical to performance of essential functions. Rapid work speed required performing keyboard operations. Continuous sitting is a requirement of the job. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving to deal with individuals in crisis situations, and changing priority of calls.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)