

# Secretary - Jail

Dept/Div: Sheriff

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work under the coordination of the Administrative Assistant for the jail; maintaining records, entering data, providing information, and related work as apparent or assigned. Work is performed under the moderate supervision of Jail Administrator or Assistant Jail Administrator. Limited oversight by Administrative Assistant.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Perform a variety of secretarial and clerical duties pertaining to jail reports and records; classifying and recording files; type correspondence and reports; maintain fingerprint request system; reviews documentation for completeness and accuracy; design, modify and maintain records, spreadsheets and forms
- Verify records in Detention Information Systems; coordinate communication between jail, state and record system vendor; serve as record system administrator
- Verify and maintain intake and release records; archive or expunge inmate files and/or arrest records when necessary; develop and maintain jail office records and file system; receives and completes requests for background checks
- Performs finance and accounting activities; handles cash and checks; makes daily/weekly deposits
- Provides information over the phone and in person; screens calls, visitor and mail; prepares general correspondence; plans appointments and schedules
- Purchases and maintains office equipment and supplies

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of applicable State statutes; thorough knowledge of MN Data Practices Act, Tennessen Warning; knowledge of juvenile records, search warrants, subpoenas, ability to deal with co-workers, inmates and members of the public; knowledge of finger print system; ability to operate standard office equipment and computer hardware; knowledge of standard and position specific (CJIS and BCA) software; ability to make mathematic calculations.

## Education and Experience

High school diploma or GED and moderate experience in a clerical setting, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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### Special Requirements

Criminal Justice Information System (CJIS)  
Bureau of Criminal Apprehension Certification