

Secretary - Sheriff

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work inputting and organizing case files, processing citations and reports, assisting the public with questions or concerns, and related work as apparent or assigned. Work is performed under the general direction of the Office Manager with 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

- Manages custody reports; distributes daily, reviews paperwork for completeness, compiles information and reviews statutes to determine criminal penalty and jurisdiction, forwards information as appropriate; processes search warrant paperwork; transcribes offense reports and other documents as required; transcribes and prepares confidential internal investigation files and forwards as appropriate; assists in scanning of criminal complaints and denials.
- Serves as main switchboard operator for the Sheriff's office and jail during normal business hours; answers, and routes as necessary, incoming, non-emergency calls; assists the public with gun permit to carry/permit to purchase information, collects and submits fees; assists with predatory offender information.
- Interprets organizational policies, rules and regulations in response to inquiries and records requests from others; answers letters and general correspondence; processes confidential matters; assists with Lost and Found.
- Assists the civil process division by answering civil process questions by phone and in person; prepares and enters data; composes billing; bills requesting parties.
- As Certified Criminal Justice Information System Terminal Operator, performs criminal background checks through the BCA and NCIC.
- Assists with mortgage foreclosure sales and notarizes documents.
- Assists at various events within Pine County as needed.
- Reviews Sheriff's Blotter, removes confidential information from blotter; emails to local media for publication.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to operate personal computer and appropriate software packages; ability to type accurately and at a reasonable rate of speed; ability to follow oral and written instructions; ability to communicate ideas effectively orally and in writing; skill in the operation of standard office equipment; ability to establish and maintain effective working relationships with associates, inmates and the public.

Education and Experience

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

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public Commission
CJIS Certification within 6 months
Driver and Vehicle Services Training
Data and Records E-Learning for Law Enforcement
MN Data Practices Act Training
Beacon Online Search Training
BCA Training
Odyssey Search Training
Valid driver's license.