

Kane County

Job Description



Job Title: Receptionist/Secretary	Job Code: 727
Division: Administration	Effective Date: 12/01/10
Department: Sheriff	Last Revised: 12/01/10

GENERAL PURPOSE

Performs a variety of **working level administrative support and complex clerical duties** as needed to expedite the day-to-day functions of the Sheriff's Office, including, reception functions, inmate accounting, patrol records or mail service.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Sheriff or Chief Deputy Sheriff.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs receptionist duties and provides information of a general nature or refers others to appropriate staff member; forwards paperwork of prospective visitors, defendants and respondents for BCI/NCIC/Statewide clearance; processes inmate mail according to established procedures: sort, block, scan, log, distribute, etc.; provides incident reports and related information to the public and the insurance companies.

Performs clerical duties such as searching files, filing, sorting and distributing facility mail, answering telephones, relaying messages, receiving, storing and distributing supplies, inventory, operates a computer, printer, typewriter, copy machine, paper shredder, telephone, fax machine, 10-Key, scanner, etc.; fills in data on standard office forms, makes postings to various records, collates and assembles materials according to established methods and procedures; composes and types correspondence as directed; documents vehicle usage, gas consumption and use of departmental credit cards; tracks employee leave accrual and usage.

Supports deputies and detectives in the preparation and processing of various documents and reports; transcribes juvenile referrals, trial preps, and supplemental investigation reports; assists with booking or logging of evidence or property.

Performs Spillman data entry; posts citations, warnings, property, UCR reports, non-custody arrests, etc.; records documents, and computes fees; establishes and maintains files, reports, records, logs, documents; receives and processes civil and/or criminal documents, reviews for accuracy, verifies court dates, assigns to deputies for service; monitors disposition of document, manages change in documents and orders; processes expungements; logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments; prepares demographic reports documenting inmate counts.

Creates and organizes case files; opens files, communicates with courts and attorneys regarding trial and hearing dates, advises deputy of pending trial dates; organizes files, files documents and prepares correspondence; files, retrieves, and modifies data as needed to conform to various work project specifications.

Runs errands and paperwork to court and County Administration Building, makes deposits, picks up items needing to be purchased, and accomplishes any other errands as needed; orders supplies and equipment as directed, stocks supply room and supply cabinets. Coordinates office equipment service calls.

Receives training in fingerprinting, takes prints of public for Concealed Weapons Permits, Utah Bureau of Criminal Identification, employment, etc.; receives training in Spillman or other law-enforcement computer programs as needed; must be able to enter and retrieve appropriate information.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school and course work in general office practices and secretarial duties.
 - AND
 - B. Two (2) years of experience performing above or related duties.
 - Or
 - C. An equivalent combination of education and experience.

2. Required knowledge, skills, and abilities:

Working Knowledge of modern office practices and procedures, grammar, spelling, and punctuation, various numeric and alpha record systems; MS Office, Excel, Word, WordPerfect, etc.; interpersonal communication skills. **Some knowledge of** administrative procedures; of legal processes associated with the maintenance of public records and documents; GRAMA; interpersonal communication skills, general bookkeeping and basic accounting.

Skill in typing (40 wpm) and computer entry.

Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively, verbally and in writing; establish and maintain effective working relationship with other employees, supervisors, elected officials, other departments and the general public; establish and maintain comprehensive records and files.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(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)