

**PACIFIC COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION**

JOB TITLE: Clerk/Secretary

OFFICE/DEPT.: Pacific County Sheriff

REPORTS TO: Pacific County Sheriff or their designee

UNION STATUS: Local 252

WAGE CATEGORY: Clerk/Secretary

JOB STATEMENT:

Performs administrative duties in a supporting role within various divisions of the Pacific County Sheriff's Office as well as clerical activities and other duties as assigned. These duties will be performed while being available to the public, either face-to-face or by telephone.

This position requires: usage of computer spreadsheet, word processing and law enforcement software; knowledge of accounting procedures, preferably governmental; and experience dealing with the public as previously described.

Classification specifications reflect the general concept and intent of this position and should not be construed as a detailed statement of all the work requirements that may be inherent.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Enter, update, maintain, distribute and provide statistical reports of pertinent records/information. Assist in the oversight of the above within relevant guidelines.

Assist the public in person or over the telephone; ascertain nature of business; provide assistance and standard information or direct them to the proper source, all while maintaining confidentiality and avoiding giving legal advice.

Provide clerical support for administrative functions.

Track supplies and inventory.

Produce correspondence.

Operate standard office equipment.

Perform other duties as assigned.

WORKING CONDITIONS:

Various office environments.

Physical requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office environment. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and

arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EDUCATION AND EXPERIENCE:

Experience working with the public while simultaneously performing other job duties.

Prior work experience successfully dealing with confidential matters.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Requires considerable knowledge of:

The clerical activities conducted in the office/department of assignment.

Personal/micro computers and all standard office equipment.

Requires working knowledge of:

English grammar and composition, spelling and arithmetic.

Skilled in keyboarding.

Requires the ability to:

Be punctual.

Read and write the English language; effectively communicate in both oral and written forms; and effectively meet and deal with the public.

Satisfactorily complete assigned tasks in a timely and efficient manner; follow oral and written instructions and use all equipment and programs necessary to perform required tasks.

BEHAVIORAL STANDARDS:

Positively represent the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership, and other employees. Demonstrates good work habits.

MUST MEET THE PACIFIC COUNTY SHERIFF'S OFFICE MINIMUM HIRING STANDARDS