

SECRETARY
COLUMBIA COUNTY SHERIFF'S OFFICE

POSITION DESCRIPTION

I. Primary Purpose and Position Summary

This skilled position is assigned to the Non-Sworn Staff of the Sheriff's Office under the supervision of the Columbia County Sheriff or his/her designee. This position is responsible for carrying out the legal support duties of the Sheriff's Office. The primary functions of this position require good organizational abilities, good communication skills, proficiency in time management, accuracy, and efficiency. This position performs typing, filing, data processing functions, receptionist duties, and answering and appropriately responding to and routing telephone calls.

II. Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.*

1. Analyze and assure that complete and proper information is entered into the Sheriff's Office software system.
2. Transcribe dictation.
3. Prepare reports/cases to be forwarded to appropriate agencies.
4. Generate monthly and annual state and local reporting for the department and for State of Wisconsin (WIBRS).
5. Perform other duties as directed by the Sheriff, Chief Deputy or Executive Secretary.
6. Process record check requests for inquiring agencies/public.
7. Receive and distribute incoming and outgoing mail to the appropriate individuals and offices.
8. Prepare reports and correspondence confidential and sensitive nature.
9. Work routinely on Sheriff's Office computer network.
10. File and maintain neat and orderly incident reports and case files.
11. Assist in other clerical duties as needed.
12. Perform and be responsible for a wide variety of computer applications.
13. Perform and be responsible for other office duties such as answering the telephone, receptionist duties, directing calls/visitors to the appropriate staff member, and provide information to the public and media as directed.
14. Participates as an office team member to improve efficiency and cooperatively solve problems.

III. Education Requirements

1. Associate or Business Degree from an accredited vocational college, or technical school in secretarial science, administrative assistant, or related field and a minimum of two (2) years of responsible office experience. OR
2. High School diploma or its equivalents, supplemented by post high school course work with one or more years in a secretarial science or related field of study at a university or college, or a vocational, business, trade or technical school. Must have a minimum of three (3) years of work experience in a professional office environment.
3. Computer experience required.
4. Must possess strong organizational skills.
5. Knowledge of the Wisconsin criminal justice system preferred.

IV. Knowledge, Skills, Abilities and Experience Required

1. Ability to type accurately from transcription/dictation equipment or a wide variety of sources.
2. Ability to maintain records in a neat and orderly manner.
3. Knowledge of and proficiency in the application of computer programs such as Word, Excel, Outlook.
4. Ability to communicate effectively both orally and in writing.
5. Ability to work in an office setting and proficiently operate various office equipment such as computers, software systems, typewriter, telephone systems, copy/print/fax/scan machines, transcription/dictation equipment, etc.
6. Ability to prioritize duties and process last-minute assignments.
7. Knowledge of Wisconsin Statutes and the criminal justice system.
8. Ability to establish and maintain professional effective working relationships with management, co-workers, and with the general public.
9. Ability to screen and route phone calls effectively.
10. Ability to prepare concise and accurate information for distribution.
11. Overall knowledge of Columbia County and its law enforcement agencies.
12. Ability to work independently as well as part of a team.
13. Maintain a valid Wisconsin Drivers license.
14. Expected to maintain automobile liability insurance.
15. Must be bondable.
16. Drug test required.
17. Required to maintain complete official departmental uniform for duty as directed.
18. Ability to work accurately with attention to detail and maintain absolute confidentiality.
19. Ability to accurately type 45 words per minute.
20. Materials and equipment used:
 - General office equipment: computers, telephone, typewriter, printer, copier, fax, scanners, calculator, etc.
 - Motorized vehicle.
 - Transcription/dictation equipment.
 - Police Communication terminology.

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
2. Visual acuity.
3. Able to hear normal conversation.
4. Able to communicate orally in a clear manner.
5. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements, such as keyboard and foot pedal use.
6. Able to lift/carry/push/pull at least 50 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.