

Job Title: Senior Secretary

Department: Sheriff

Reports To: Sheriff or Designee

FLSA Status: Non-exempt

Employment Status: Bargaining Unit -AFSCME General Unit

Prepared Date: March, 2021

SUMMARY Performs responsible and confidential secretarial and clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Types correspondence, memos, case files, etc.; uses a computer, word processing software; and may use a Dictaphone.
- Answers telephone, screens callers, takes messages for officers and refers callers to other resources where appropriate.
- Enters information, reports, and tickets into databases and/or LEADS; retrieves data and statistics. Must have the ability to efficiently learn and use multiple computer systems on a daily basis.
- Performs other clerical and secretarial tasks as directed by a supervisor. This may include filling in during absences in the front office and doing the work of a "clerk" (see "clerk" description).
- May assist in preparation of requisitions for payment of Sheriff's Office bills, as directed.
- May assist in the monitoring and ordering of materials and supplies for the Sheriff's Office, as directed.
- May assist in the preparation and maintenance of statistical records and/or payroll records of a routine nature, as directed.
- Answers general questions from the public.
- May be required to maintain and submit accurate statistical data to the State and/or FBI for crime statistic reporting.
- May be responsible for processing the agency's Freedom of Information requests, which includes but is not limited to: logging the requests and calculating appropriate due dates, searching for, and gathering the requested records, presenting the requested records to the FOIA Lieutenant for redaction if needed; determining if the FOIA request will be granted, denied, or extended, and typing FOIA correspondence.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with some further (advanced) secretarial education training in word processing and computer preferred and one year of responsible office/clerical experience in a legal or police records office environment; or equivalent combination of education and experience in a legal or law enforcement field. Requires thorough knowledge of modern office practices, principles of modern record keeping, setup and maintaining filing systems, of legal phrases and terminology and some

knowledge of the criminal justice system. Requires skill in operating a personal computer, word processing software, typewriter and in oral communications. May require skill in the use of dictaphones and transcribing equipment. Must have the ability to prioritize work and meet strict deadlines.

Preference will be given to candidates who have obtained either an Associate's Degree or Bachelor's Degree in business administration, communication or liberal arts. Having a degree in any discipline is a valuable qualification for all candidates.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to the public, co-workers and other employees of the organization. Requires good knowledge of the English language and spelling.

Preference will be given to candidates who are able to fluently speak, read, and write in Spanish in addition to English.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to think critically and apply past knowledge of similar situations to help assist customers and/or solve problems.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS 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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger (type), handle, or feel; and talk or hear. The employee is occasionally required to stand and walk. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.