

Franklin County Sheriff's Office

Job Title: Secretary I

Bargaining Unit: Teamsters Local 413

Hours of Work: Full time, 1st shift

Rate of Pay: \$16.96 per hour

Job Duties (examples):

- Acts as receptionist, answers and screens telephone calls
- Opens, screens and distributes mail
- Maintains time sheets, weekly, monthly reports, etc.
- Maintains and orders office supplies
- Prepares correspondence
- Maintains files based on the records retention guidelines
- Prepares and submits requisitions for work area
- Relieves supervisor of routine administrative duties (e.g., contacts supervisor and staff for meetings and for follow-up on previously discussed matters, obtains documentation for reports, handles routine calls, screens correspondence and calls for supervisor.)

Knowledge Skills and Abilities:

Knowledge of office practices and procedures; ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; add, subtract, multiply and divide whole numbers; screen mail; answer routine telephone inquiries from public; arrange items in numerical or alphabetical order; type 50 wpm; copy material accurately and recognize grammatical and spelling errors. Must be proficient in using a personal computer and office equipment; must be able to obtain LEADS certification.

Minimum Characteristics:

Must be 18 years of age, legal right to work in the United States, and have a high school diploma or GED. Must pass drug screen and background check. Must pass CVSA examination.