

Maintains spreadsheets and tracks Deputies' monthly mileage.

Adds and/or deletes employees/users to Department computer program as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all Department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of spreadsheet/database software, word processing software, and various other computer programs used by the Department.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, typewriter, telephone, calculator, fax machine, copier, and microfilm reader.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to perform basic arithmetic computations and compile, collate and classify data.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people/locations and plan/present public events.

Ability to occasionally work extended hours and travel out of town for training, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department procedures with priorities primarily determined by service needs of the public. Assignments are guided by broad policies and/or general objectives with incumbent referring to supervisor when interpretations of Departmental policies, programs or expenditures are thought necessary. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct error and/or possible litigation against the Department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging/verifying information.

Incumbent reports directly to Sheriff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting objects weighing 25 to 50 pounds, pushing or pulling objects, crouching/kneeling, close vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours and may travel out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Receptionist/Records Clerk for the Sheriff's Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlines?
Yes____ No____

Applicant/Employee Signature

Date

Print or Type Name