

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Detention Center Secretary	PAY GRADE: B21
DEPARTMENT: Detention Center	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Support Captain	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED: <u><i>Dist S. Roldan</i></u> Department Head/Elected Official	<u><i>09/24/2019</i></u> Date
<u><i>[Signature]</i></u> Human Resources Director	<u><i>9/24/19</i></u> Date

I. PURPOSE SUMMARY. Perform routine secretarial assignments or a series of clerical and secretarial tasks in support of the station or division assigned, staff and the general public to ensure efficient, effective operations and positive customer relations.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job.)

A. Greets the public and other employees, in person or telephonically, and responds or directs the individual to the proper person or section. Tasks include but are not limited to:

1. Greets and directs visitors, answers questions provides a variety of information and directs phone calls to appropriate staff;
2. Screens calls and takes messages and delivers to appropriate staff;
3. Returns phone calls to provide information requested;
4. Schedules appointments and keeps calendar of meetings for the director and captains
5. Resolves routine problems involving overtime schedules

B. Answers questions and provides assistance on issues and documents related to the release of records

C. Coordinates arrangements for meetings held at the detention facility. Tasks include but are not limited to:

1. Makes phone calls to notify parties as requested by supervisor;
2. Schedules facilities and confirms rooms will be open at appointed time;
3. Prepares agenda and other presentation materials as directed.

D. Prepares correspondence, manages file and record maintenance. Tasks include but are not limited to:

1. Receives, sorts, and delivers office mail and correspondence;

2. Types various letters, correspondence and documents from clear copy or rough drafts;
3. Maintains various records using an orderly and easily retrievable method;
4. Sorts, files, copies and distributes documents and materials to appropriate personnel;
5. Maintains inventory of general office supplies and other items for personnel;
6. Routes various payroll and other HR forms on behalf of personnel to the appropriate person.

III. ADDITIONAL DUTIES.

Performs other related duties as assigned

IV. QUALIFICATIONS.

A. Education. High School diploma or equivalent

B. Experience. Three (3) years of full-time responsible clerical work experience

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Notary Public registration upon hire or is required within six (6) months of hire

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass a background check, NCIC and Polygraph

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Ability to accurately use a personal computer with MS Office, or related software. Ability to interact with both internal and external customers in a courteous and respectful manner. Ability to accurately generate documents from hard copy or dictation. Strong interpersonal skills, maturity of judgement, neat appearance. Basic arithmetic abilities and professional-level reading and writing abilities. Excellent proofreading and grammar skills. Strong organizational, file management, and planning skills. Ability to work independently and maintain strict confidentiality. Establish and maintain effective, professional working relationships with other employees, elected officials and the public.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the

employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

4. **PHYSICAL DEMANDS.**

The work is sedentary. Typically the incumbent sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. **WORK ENVIRONMENT.**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated

6. **SUPERVISORY RESPONSIBILITY.**

None. The incumbent is responsible for his/her own work.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date