

POSITION DESCRIPTION		Position #: 5210.270.01
Class Title: Secretary/Receptionist-Sheriff	FTE: 1	Wage Range: P-08-2080
Department: SHERIFF	Location: Law Enforcement Center - Shell Lake	FLSA status Non-Exempt

PURPOSE OF POSITION:

Performs a variety of routine general secretarial and clerical tasks as well as specific support duties of the Washburn County Sheriff's Office, under the general direction of the Sheriff.

DISTINGUISHING FEATURES OF THIS CLASS:

An employee in this classification performs varied and responsible work involving secretarial duties and related tasks pertaining to the Sheriff's Office. The job requires the ability to exercise judgment in applying prescribed procedures and methods. The employee must maintain confidentiality of privileged information and personal facts obtained from inmates, family, or staff members. Considerable judgment is required in establishing and adapting work procedures to new and unusual situations. Work is performed under the general direction of the Law Enforcement Assistant.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:

- Acts as office receptionist; answers telephone calls and routes calls to appropriate staff; greets the public and directs staff/clients to scheduled meetings and appointments; maintains visitor log, issues badges; responds to record requests; monitors and facilitates inmate visitation;
- Performs secretarial duties such as general correspondence, filing, and file maintenance, indexing, preparing mail, data entry, review e-mail, preparing photocopies and requisitions; performs in-house I record and background check requests; acts as backup transcriptionist; orders office supplies for the Sheriff's Office and Jail;
- Compiles responses for Sheriff's Office Open Records Requests from attorneys and the public, including reports, photos, audio, and video.
- Receive and receipt money from numerous sources for the department, invoice and collect for all "false alarms" within Washburn County receipt's found property, obtain documentation and/or signatures per department guidelines;
- Operate/administer the various computer and software systems within the Sheriff's Office, including Zuercher, TRACS, Winscribe software, train/assist personnel as needed;
- Attend meetings and training as directed by the Sheriff; demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Performs other related support tasks as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; and other office machines including a computer; skill and knowledge in the use of MS Office suite software; ability to take and/or transcribe dictation; ability to maintain confidential office records and reports and to prepare reports from such records; ability to make decisions in accordance with established policies and procedures; ability to get along well with other staff and the general public; clerical and secretarial aptitude; good judgment; tact, courtesy and professionalism.

EXPERIENCE AND TRAINING REQUIRED: Considerable experience in secretarial and clerical work, demonstrated performances and work experiences which shall have involved handling difficult clerical

and secretarial duties; completion of a standard high school course; a business or vocational school training desirable; ability to type 60 wpm; equivalent combination of experience and training which provides required knowledge, skills and abilities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer, including Microsoft Office Suite software; transcription machine; copy machine; postage machine; fax machine; calculator.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the employer's needs and job requirements change.

Revision History: 04/04, 4/05, 7/09, 4/2013, 12/2019, 07/2023, 12/2024