

Civil Clerk/Administrative Assistant

Job Description

Perform a wide range of tasks to include Civil Process, general secretarial duties and perform as the front office liaison to the public. Answers directly to the Sheriff and performs duties assigned by the Sheriff

Main Job Tasks and Responsibilities

- receive and direct visitors to the Sheriff's office
- general clerical duties including photocopying, faxing and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- process civil documents from the courts on a daily basis
- prepare written responses to the courts on civil process
- prepare and modify the Sex offender registry monthly
- schedule and coordinate Sheriff sales, transports of committals
- maintain the weapons permits and balance the month end reports
- record, compile, monthly fuel logs, claims, and budget reports
- open, sort and distribute incoming correspondence
- maintain office supply inventories
- coordinate maintenance of office equipment, call for repairs/ services for the office
- coordinate and maintain records for all sheriff services

Education and Experience

- computer skills and knowledge of relevant software
- knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic accounting and clerical duties

Key Competencies

- communication skills - written and verbal
- planning and organizing

- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- works well with general public
- teamwork

Salary Range: