POSITION TITLE: Sheriff Secretary

REPORTING TO: Fall River County Sheriff

SALARY: Hourly wage and all benefit selections available to a county employee

HOURS: 40 hours per week, Monday – Friday 8:00am – 5:00pm, overtime hours as necessary.

LOCATION: Fall River County Sheriff’s Office, Hot Springs, SD

**PURPOSE OF THS POSITION:** Perform a variety of clerical duties as required.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Provide clerical support to the Fall River County Sheriff’s office.
* Must be able to process and keep information confidential.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of proper procedure to distribute mail.
* Log all civil process for service. Prepare worksheet for civil process. When papers are served, update the list, prepare a return and send billing to requestor.
* Knowledge of procedure to check ID on those applying for pistol permits. Give to dispatch for background to be run. Fill out pistol permit application and collect the money. Write a check for pistol permits issued and send with the applications to SD Secretary of State weekly.
* Knowledge of procedure to notarize tickets for law enforcement. Notarize paperwork for public.
* Knowledge of procedure to prepare and notarize extradition papers.
* Knowledge of procedure to make sure that time sheets for deputies, jailers & dispatchers are correct and ready for payroll.
* Knowledge of procedure to prepare trip background sheets for inmate transfers.
* Knowledge of procedure to make arrangements with shuttle for transfer.
* Knowledge of procedure to issue shipper permits for livestock transfers and send into the State Brand Board.
* Knowledge of Microsoft office programs

**SKILLS:**

* Skill to operate office equipment, including computer, calculator, fax, printer, copier and scanner.
* Skill to count money received through the jail for bond and other services, as well as any money received for paper service. Deposit in Trust Account. Write checks to appropriate county Clerk of Courts for bond received. Monthly, write check to Fall River Treasurer for the balance of money received. Keep checkbook balanced.
* Skill to correctly file reports.
* Skill in customer service.
* Skill to track supply inventory for deputy, jail & dispatch areas, and order as necessary.
* Must possess excellent oral and written skills.

**ABILITIES:**

* Ability to be accurate and detail-oriented.
* Ability to assist the public when someone comes in for information or help, finding the right resource.
* Ability to answer telephone; take messages or connect to Sheriff, deputy, jail or dispatch.
* Ability to administer a urinary analysis for female and complete paperwork for States Attorney and Clerk of Courts.
* Ability to operate computer and work in various programs.

**EDUCATION, EXPERIENCE, LICENSES:**

* High School Diploma or GED

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.