

BERTIE-MARTIN REGIONAL JAIL DETENTION SECRETARY

General Statement of Duties

Bertie-Martin Regional Jail Detention Secretary helps support the daily operations. The ideal candidate is responsible for coordinating office activities, preparing special reports, ability to prepare, present, and review oral and written information/ reports, and provide administrative support and assistance to the Jail Administrator and Deputy Jail Administrator.

Qualification Requirements

Must have a high school diploma or the equivalent of a high school diploma and be at least 21 years of age; one year of experience in a specialized or a related field applicable to work performed. Must attend Ethics Training provided by the NC School of Government within 90 days of hire date. Must receive MedTech certification within 90 days of hire date.

Duties and Responsibilities

- Provides clerical and administrative support services to detention administration personnel
- Answer multi-line telephone and take messages, answer questions and refer individuals to the appropriate source of assistance
- Prepares, composes and types from rough draft departmental communications and records including reports and forms, correspondence and memorandums
- Inventories, orders and stocks office supplies as necessary
- Collects all monies to be applied to the inmate's commissary account
- Submit monthly reports to other agencies
- Operates standard office equipment in the performance of their duties, i.e. fax machine, personal computer, calculator, etc.
- Establishes and maintains effective working relationships with the general public, governmental officials, law enforcement agencies, supervisors and co-workers
- Maintain personnel records and other confidential administrative files
- Required to attend all Jail Commission Meetings
- Perform other duties within the detention center as assigned

Knowledge, Abilities, and Skills:

- Knowledge of and ability to apply general office procedures and- standard clerical methods.
- Knowledge of computers and software applications
- Knowledge of and the ability to apply the English language and proper grammar, spelling and punctuation

- Proficient with MSOffice Suite 2010; Outlook, Excel, Word and PowerPoint
- Ability to work independently, plan and organize work schedules, set priorities and meet established deadlines
- Strong organizational skills with the ability to multitask

Shift: 8 AM- 5 PM, MONDAY - FRIDAY, occasionally work hours will alternate to meet needs of the agency outside the regular work day of 8-5.