

THE ERATH CO SHERIFF'S OFFICE IS ACCEPTING APPLICATIONS FOR A FULL TIME SECRETARY

COMPLETE THE ERATH COUNTY SHERIFF'S OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION FOR THE SECRETARY POSITION

JOB SUMMARY: The secretary is responsible for all documentation generated by Law Enforcement and the public. This position reports to the Office Manager and has no supervisory capacity.

ESSENTIAL FUNCTIONS:

- ◆ Create, maintain, update, document and track original and supplemental files on criminal cases.
- ◆ Assist with public fingerprinting.
- ◆ Answer telephone, convey messages and run departmental errands.
- ◆ Maintain files on gun dealer licenses and multiple firearm sales.
- ◆ Report and file on Dept of Public Safety motor vehicle accidents and DWI arrests.
- ◆ Follow proper procedures for State mandated tracking and registering sex offenders.
- ◆ Maintain files on quarantines and animal bites.
- ◆ Handle final documentation and financial consideration regarding estray laws and process, as well as, tax sales.
- ◆ Create and maintain files on juvenile related intakes.
- ◆ Process and maintain civil papers for service.
- ◆ Maintain child support court cost processing form and submit to the Attorney General monthly.
- ◆ Process subpoenas.
- ◆ Sort and distribute mail.
- ◆ Maintain inventory records, as needed.
- ◆ Assist in payroll, as needed.
- ◆ Notarize statements and documents.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job. Must live within an approved distance from the Erath County Sheriff's Office.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ One year secretarial experience.
- ◆ Possess a valid Texas Driver's License.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Proficient in both oral and written communications, bilingual preferred.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Work is performed indoors. Travel is required for job related duties. May risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens, as well as from weapons. There may be exposure to communicable diseases, illnesses and body fluids. This position has continual exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs. Secretary must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Beginning salary is \$26,603.40. Benefits include health and dental insurance for the employee after a 90 day waiting period. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation and sick hours are accrued each pay period, as well as 13 paid holidays.

Applicant will be subject to background check. A physical and drug screen are required.

This position is open until filled.