

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING JULY 2, 2024 THROUGH SEPTEMBER 2, 2025.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: Part-time Civil Process Secretary, #13490

Date Posted:	July 2, 2025
Department:	Wayne County Sheriff Dept.
Hours:	Part-time, up to 29 hrs. weekly
Salary:	\$19.17/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as the Part-time Civil Process Secretary for the Sheriff's Department, responsible for monitoring administrative activities and performing clerical duties.

DUTIES:

Answers incoming telephone lines and greets the public in a professional and courteous manner, making appropriate referrals.

Assists in completing requests for gun permits and associated paperwork.

Collects tax warrant monies and service.

Serves Civil Process papers.

Issues report copies w/proper collection of monies for said copies.

Completes information on Vacant Houses.

Assists patrol officers in clerical duties that they may request.

Prepares Insurance Statements and Receipts of same.

Downloads and copies accident reports and enters them into RMS.

Assists with completion of Civil Process paperwork when needed.

Other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, pronunciation, and ability to complete forms and reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounter with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Working knowledge of radio frequencies, codes, procedures, and limitations.

Ability to properly operate various equipment.

Ability to compute, perform arithmetic operations, such as determining charges and balancing cash drawer.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

II. RESPONSIBILITY:

Incumbent performs a variety of standard duties with work priorities determined by a formal schedule and service needs of the public. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented by standard bookkeeping checks, supervisory review, and procedural guidelines. Undetected work errors may result in endangerment to self and others, loss of time to correct error, damage to equipment, loss of money to department, work delays in other departments/agencies, and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public for the purpose of exchanging information.

Incumbent reports directly to the Office Manager/Chief Deputy/Sheriff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in the offices, involving sitting and walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, reaching, keyboarding, close and far vision, speaking clearly, and handling/grasping objects. Incumbent may work with or be exposed to violent/irate individuals and wear protective clothing/equipment, such as gloves.

APPLY AT: Wayne County Human Resources
401 East Main Street
Richmond, IN 47374

Online at: <https://www.co.wayne.in.us/web/jobs/index.php>

***WAYNE COUNTY GOVERNMENT IS AN
EQUAL OPPORTUNITY EMPLOYER***