

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FOR IN-HOUSE APPLICANTS
BEGINNING NOVEMBER 22, 2022 THROUGH NOVEMBER 27, 2022.**

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING
NOVEMBER 28, 2022 THROUGH DECEMBER 6, 2022 OR POSITION IS FILLED.**

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

JOB TITLE: Secretary, #10906

Date Posted: November 22, 2022
Department: Community Corrections
Hours: 40 hrs.
Salary: \$16.99/hr. (2023 Salary)

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 Secretary for the Community Corrections Department, responsible for performing various clerical duties and assisting the public.

DUTIES

Answers phones, directing to appropriate individual or taking messages as needed. Appropriately answers questions from the public.

Accurately determines where clients and the general public should go, and gives proper directions when individuals need to interact with probation department staff.

Performs various clerical duties as assigned, such as typing/preparing correspondence, forms, and various reports, making copies, and maintaining/purging department files. Processes outgoing mail. Processes component referrals.

Catalogues information on program participants, including compiling statistics and updating cards, forms, and books.

Maintains appropriate levels of office supplies, ordering/purchasing supplies as needed.

Periodically performs duties of other department personnel in their absence or as assigned.

Must be willing to assist in security screening for individuals entering the department

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of English grammar, spelling and punctuation, and ability to type with speed and accuracy.

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

Ability to properly operate a variety of standard office equipment, including a computer, telephone, calculator, fax machine, postage meter, copier, and switchboard.

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

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

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

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

Ability to work on several tasks at one time, often under time pressure.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities and schedules primarily determined by flexible, customary routine and service needs of the public. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards. Undetected work errors could result in loss of time to correct errors.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting for long periods, keyboarding, close vision, speaking clearly, and lifting objects weighing under 25 pounds.

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

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

*Wayne County Government is
an Equal Opportunity Employer*