

## **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FOR IN-HOUSE APPLICANTS  
BEGINNING NOVEMBER 16, 2022 THROUGH NOVEMBER 20, 2022.**

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING NOVEMBER 21, 2022 THROUGH DECEMBER 4, 2022  
OR UNTIL POSITION IS FILLED.**

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

**JOB TITLE: Secretary, Criminal Division, #10943**

<b>Date Posted:</b>	<b>November 16, 2022</b>
<b>Department:</b>	<b>Prosecutor</b>
<b>Hours:</b>	<b>40 hrs.</b>
<b>Salary:</b>	<b>\$18.01/hour (2022 Salary)</b> <b>\$19.18/hour (2023 Salary)</b>

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 - Criminal Division for the Prosecutor's Office, responsible for performing a variety of clerical duties and assisting the staff.

### **DUTIES**

Answers telephones and greets office visitors, directing to appropriate individual or taking messages as needed.

Serves as Director for the Wayne County Infraction Deferral program and Pre-Trial Diversion program.

Processes various check deceptions in the Wayne County area.

Serves as liaison with office and other County governmental departments and law enforcement agencies, Building and Grounds, equipment repair and acquisitions, supplies and suppliers.

Coordinates, prepares, and processes felony documents, search warrants and arrest warrants for Prosecuting Attorney, deputies, and law enforcement officers.

Coordinates schedule for court dockets for Prosecuting Attorney and all deputies.

Performs various clerical tasks and/or administrative support duties, including preparing memos and

letters, updating department calendar, filing, coordinating the schedule for felony witnesses and preparing transits of witnesses.

Serves as Secretary for Superior Court 3 in his/her absence.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

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.

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments 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 compare or observe similarities and differences between data, people, and things.

Ability to count and compute/perform arithmetic operations.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to present findings in oral or written form.

Ability to file, post, mail materials, and maintain organized files.

Ability to work with others in a team environment.

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

Ability to apply knowledge of people and locations.

Ability to plan and layout work projects.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard, recurring duties with work priorities and schedules primarily determined by flexible, customary routine and supervisor. 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.

## **III. PERSONAL WORK RELATIONSHIPS:**

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

Incumbent reports directly to the Prosecutor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting for long periods, keyboarding, close vision, and speaking clearly.

**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 is an Equal Opportunity Employer***