



## JOB DESCRIPTION

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**JOB TITLE:** Sheriff Secretary/Clerk

**DEPARTMENT:** Potter County Sheriff Department

**SUPERVISOR'S TITLE:** Potter County Sheriff

**JOB CLASS:** Non-Union

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### SHERIFF SECRETARY

#### GENERAL DESCRIPTION

The Sheriff Secretary/Clerk II is moderately complex secretarial work involving interaction with the general public attorneys and numerous other agencies. Involves typing and processing of documents in a variety of functions.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Sheriff Secretary/Clerk II must be reliable, have exceptional public relations skills, organizational skills, data entry skills, general computer literacy and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Sheriff office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintenance of filing systems and records/bookkeeping;
- Interact with public, attorneys and numerous other agencies both state and local through face-to-face contact, telephone, internet/e-mail and other means of communication;
- Type and prepare paperwork for civil complaints, Writs of Execution and PFA's
- Complete paperwork for license to carry a concealed weapon;
- Prepare and complete paperwork for Sheriff sales;
- Prepare requests for purchasing supplies and ordering supplies upon approval;
- Preparation of bank deposits and certain mail documents;
- Aid in information seeking and publication of any required reports.
- Preparation of daily, monthly and semi-annual reports.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- General accounting practices for petty cash, bank statements etc.;
- Courteous and reliable responses to inquires from the public, litigants, attorneys, law enforcement officials and all others;
- Other responsibilities and/or duties as assigned or requested.



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### QUALIFICATION REQUIREMENTS

#### KNOWLEDGE AND ABILITIES:

- Ability to file;
- Able to maintain strict confidentiality;
- Ability to make sound, independent decisions relative to which procedure must be followed to ensure proper completion of a task;
- Ability to do accounting, review compliancy with computer generated reports;
- Must be able to multi-task;
- Ability to use time management skills;
- General knowledge of various office equipment.

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Vocational/Associate education with a minimum of one (1) year working experience in one or more of the following:
  - Secretarial work
  - Bookkeeping/Accounting
  - Customer Service
  - Retail
- Computer literacy and keyboarding abilities;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Math and statistics literacy.

#### PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.



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### ADDITIONAL REQUIREMENTS:

- *Possession of a valid Pennsylvania driver's license.*

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour unpaid lunch  
35 hour work week; Overtime as needed and approved by Sheriff.

PAY RATE AND BENEFITS: \$13.50 - \$15.50 & County Benefits