

Franklin County Position Description

Position Title: Secretary

Department: Sheriff's Dept.

FLSA Status: Nonexempt

Reports to: Chief Deputy

Effective Date: 02/20/2024

Job Summary:

Under the general supervision of the Chief Deputy, responsible for providing secretarial duties related to the processing and filing of reports in the department along with administrative/clerical duties.

Essential Job Functions:

- Maintains inventory of office supplies and orders supplies following established procedures
- Contact maintenance companies when necessary to ensure office machines are in proper working order.
- Ensures accurate and timely processing of reports, summonses, and traffic tickets; makes copies for distribution to District Court.
- Responsible for tracking pleas, judge's orders, and/or sentences at court arraignments.
- Processes requests for copies of reports.
- Ensures Deputies have the necessary paperwork, as needed.
- Type letters, memos, certificates, and reports for the Sheriff and Chief Deputy.
- Maintains up-to-date training records for Deputies.
- Ensures that Deputies are in court at appointment times and in possession of all required paperwork.
- Submits fingerprint cards to the State Bureau of Investigation.
- Reviews and clears error codes in the records management system
- Enters dispositions from court cases
- Retrieves administrative reports from the computer system.
- Maintains accurate and secure records.
- Runs errands for the office, including purchasing office stamps and mailing packages.
- Answers and routes incoming telephone calls, taking messages, giving information, or directing calls to appropriate staff

- Serves as receptionist for the lobby area.
- Generates and distributes state-mandated reports.
- Responsible for registering sex offenders who live in Franklin County with the State of Maine.

Other Duties and Responsibilities:

- Promotes and maintains responsive community relations.
- Performs other duties as required.

Required Knowledge/Skills/Abilities:

- Ability to maintain accurate and up-to-date records and reports.
- Knowledge of legal terminology preferred.
- Considerable knowledge of business English, grammatical construction, spelling, punctuation, and vocabulary, and the ability to compose routine letters.
- Strong organizational skills.
- Knowledge of legal practices, procedures, and the Maine criminal justice system.
- Ability to maintain confidentiality in all assignments and duties.
- Ability to communicate effectively both verbally and in writing
- *Ability to multitask and be flexible when necessary*

Education and Experience:

- *Duties require knowledge of legal secretarial skills equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience.*
- *Must possess valid State of Maine driver's license.*
- *Thorough knowledge of modern office practices, procedures, and equipment, including the use of computers.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				x
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>				x
<i>Standing/Walking: Must be able to move about the department.</i>		x		
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	x			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	x			

Working Conditions: Normal working conditions absent extreme factors.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton