



JOB DESCRIPTION

JOB TITLE: Jail Secretary

DEPARTMENT: Potter County Jail

SUPERVISOR'S TITLE: Potter County Jail Warden/Deputy Warden

JOB CLASS: Union Class IV, Level 1

JAIL SECRETARY

GENERAL DESCRIPTION

The Jail Secretary is complex secretarial work involving processing of computer generated documents in a variety of functions. This position requires computer literacy with a complete understanding of Windows software and in-house prison management system.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Jail Secretary must be reliable, have exceptional organizational skills, data entry skills, computer literacy and be fully able to fulfill responsibilities that ensure professional and efficient operations of the County Jail office.

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

- Preparation of computer generated reports, transactions, transmittals, and all matters concerning accounting and billing forms;
- Responsible of handling all aspects of bookkeeping and accounting: issuing of proper receipts, and recording, coding and classifying of invoices;
- Prepares and types documents to purchase supplies, equipment, services, etc.;
- Answers written inquiries relating to the status of certain aspects of the Department's functions;
- Collect and organize material for reports by determining the information sources, appropriate information and form of presentation;
- Assist with yearly inspections performed by the Department of Corrections;
- Willingness to perform other duties as requested by an immediate supervisor.

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

- Professional, courteous, yet firm, when needed, interaction with the public;
- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- General accounting practices for petty cash, bank statements etc.;
- Ability to use discretion and judgement in dispensing information, which may be susceptible to misunderstanding and misuse;
- Other responsibilities and/or duties as assigned or requested.



JOB DESCRIPTION

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to make sound, independent decisions relative to which procedure must be followed to ensure proper completion of a task;
- Ability to file, accounting, and reviewing compliance 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, with included at least one typing course;
- Prior experience in computer literacy and keyboarding abilities;
- At least one year of moderately complex or progressively complex secretarial experience;
- 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.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license;
- Agreement to produce a Criminal History Check, prior to employment;
- Successful bonding upon employment (completed by the County).

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

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.