

## **Detention Secretary**

**Bertie-Martin Regional Jail is seeking a Detention Secretary to help support the daily operations in our agency. The ideal candidate is responsible for coordinating office activities, preparing special reports, researching, developing and revising policies and procedures based on research findings, ability to prepare, present, and review oral and written information/ reports, and providing administrative support service and assistance to the Jail Administrator.**

### ***Essential Functions:***

- **Provides clerical and administrative support services to detention administration personnel and jail commission board.**
- **Answer multi-line telephone and take messages, answer questions and refers individuals to the appropriate source of assistance.**
- **Attend board meetings. Compose and type meetings minutes.**
- **Prepares, composes and types from rough draft departmental communications and records including reports and forms, correspondence and memorandums.**
- **Inventories, orders and stocks office supplies as necessary.**
- **Collects all monies to be applied to inmate's commissary account.**
- **Submit monthly reports to other agencies.**
- **Operates standard office equipment in the performance of their duties, i.e. fax machine, personal computer, calculator, etc.**
- **Establishes and maintain effective working relationship with the general public, governmental officials, law enforcement agencies, supervisors and co-workers.**
- **Maintain personnel records and other confidential administrative files.**
- **Perform other duties within the detention center as assigned.**

### ***Knowledge, Abilities, and Skills:***

- **Knowledge of and ability to apply general office procedures and standard clerical methods.**
- **Knowledge of computers and software applications.**

- **Knowledge of and the ability to apply the English language and proper grammar, spelling and punctuation.**
- **Proficient with MS Office Suite 2010; Outlook, Excel, Word and PowerPoint.**
- **Ability to work independently, plan and organize work schedule, set priorities and meet established deadlines.**
- **Strong organizational skills with the ability to multi-task.**

***Minimum Job Qualifications:*** Must have a high school diploma or the equivalent of a high school diploma and be at least 21 years of age; plus one year of experience in a specialized or a related field applicable to work performed. Must be able to meet current requirements set forth by the North Carolina Sheriffs' Training and Standards Commission.

***Shift:*** 8 am – 5 pm, MONDAY – FRIDAY, occasionally work hours will alternate to meet needs of agency outside the regular workday of 8am – 5 pm.

***Salary:*** The starting salary for this position is \$27,201. Salary subject to adjust after obtaining detention officer certification. Position opened until filled.

***Applications can be obtained from Martin County NC Works Career Center, Williamston NC and Bertie County NC Works Career Center, Windsor NC. Applications will not be received at the Bertie and Martin County Governmental Centers or at Bertie-Martin Regional Jail. Equal Opportunity Employer.***