

# JOB ANNOUNCEMENT



## Position: Confidential Secretary - Sheriff

Opens: 11/16/2018  
Closes: 11/30/2018

### Job Summary:

Under general supervision from the elected County Sheriff, performs administrative support work for the Sheriff and associated staff. General work guidelines are established by the Sheriff; day-to-day activities require the use of initiative and judgment, particularly when prioritizing work, dealing with confidential materials or when dealing with the public.

**This is a merit-exempt (at-will) position. Incumbent serving in this classification is appointed by and supports the elected County Sheriff.**

### Example of Duties:

Performs a wide variety of administrative clerical tasks; composes letters, memoranda, staff meeting minutes and forms; processes training requests, registration and travel reconciliation forms for staff; prepares travel requests and makes travel arrangements; prepares new hire and termination forms and Human Resources documents; manages the flow of performance evaluations; processes and tracks contracts; enters Personnel Actions and hire requests; maintains personnel records for department employees. Reviews and submits vouchers; prepares deposits.

Acts as initial point-of-contact for the Sheriff; schedules and makes arrangements for calendar appointments, conferences, and meetings; receives and makes telephone calls and/or attends meetings on behalf of the Sheriff; receives and prioritizes incoming mail.

Works with confidential and sensitive matters including information detailed/used in department business matters, personnel matters and criminal cases.

Coordinates with businesses and citizens regarding County information; interacts and coordinates with representatives from various federal, state, county, and local entities.

Independently composes a variety of correspondence, documents, and reports; may take and transcribe dictation and minutes of various meetings.

Develops and maintains filing systems, control records, indexes, and a variety of databases including the statewide prosecutor database and a felony level defendant database for the office.

Obtains and prepares trial and hearing materials; organizes reports and evidence; prepares displays, presentations, and exhibits.

### Department:

Sheriff's Office

### Status:

Full-Time Merit Exempt

### Salary:

\$20.22 - \$31.22/hr  
(Salary negotiable depending on qualifications/experience)

### Minimum Qualifications:

Graduation from an accredited college or university with an Associate's Degree in office administration or a related field, plus five (5) years of full-time senior level administrative support experience related to the duties in this description. Education and experience may be substituted one for the other on a year-for-year basis.



Equal Opportunity Employer

## HOW TO APPLY:

[www.daviscountyutah.gov/human-resources/careers](http://www.daviscountyutah.gov/human-resources/careers)

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## Other Qualifications:

Must pass a criminal history background investigation.

May be required to obtain a State of Utah Certificate of Authority of Notary Public.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner and insure motor vehicle is operating in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

## Necessary Knowledge, Skills and Abilities:

Knowledge of: General organization and functions of county government; modern office practices and procedures; legal procedures, terminology and court systems; formats for a variety of legal documents.

Skill in: Reading, writing, and basic math; effective interpersonal communication; keyboarding; operating applicable computer hardware and software including MS Word, Excel and Google Mail; applying correct spelling, grammar and punctuation to documents; operating a motor vehicle in a safe manner.

Ability to: Coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record management and filing systems; receive and appropriately handle confidential files and information; complete assignments with minimal supervision; communicate effectively (verbally and in writing); operate all applicable computer hardware and software; follow oral and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work activities.

*It is our mission in the Davis County Human Resources Office to promote, through dedicated customer service, the recruitment, selection and retention of highly qualified employees who will effectively serve the citizens of Davis County; to promote a safe work environment for all County employees; and to provide employee benefits and services with courtesy and efficiency.*

## Important Information:

Benefits include medical/dental/life insurance, vacation/sick leave, paid holidays, retirement plan, and 401(k) match.

**To view the full job description and apply, visit:**  
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