

LA PAZ COUNTY
SECRETARY
JOB DESCRIPTION

**Nature
of
Work**

Under general supervision, is responsible for work requiring initiative and considerable judgment for the Sheriff's Office and performs related work as required or assigned.

**Typical
Duties**

Shares duties in; screening and directing telephone calls to the appropriate person, type's correspondence and other related materials; receives and disperses all incoming mail; types form written drafts and schedules; maintains complex files and records; updates and maintains departmental records; requisitions and controls office supplies and equipment; accepts cash, issues receipts and maintains records of all transactions; crossed trained in various other jobs that may be assigned.

Maybe crossed trained in the civil process procedures, such as; receives documents, from attorneys and courts to be served on persons; processes documents and processes notices for service of documents; processes charges for service of legal papers; assists in mailing out delinquent personal property and taxes; issues receipts and processes personal property taxes; maintains and ; assist in other areas as needed.

**Knowledge,
Skills & Abilities**

Considerable knowledge of modern office practices, equipment and appliance procedures; considerable knowledge of legal terms, business accounting, English, spelling, punctuation and grammatical usage; considerable knowledge in proper telephone etiquette.

Ability to plan and carry out assignments with minimum supervision; ability to analyze legal documents and interpret statutory requirements; plan, organize and maintain work flow; develop and adapt to office procedures; make clear and comprehensive reports. Ability to establish and maintain effective working relationships with other employees and the general public; ability to handle and deal with any and all information in a highly confidential manner. Must be reliable, dependable and responsible.

Skills in the use of computers, adding machines and other standard office machines. Must be able to type 35 words per minute with the utmost accuracy.

**Minimum
Qualifications**

High School Diploma or G.E.D. Certificate and two years of clerical or secretarial and accounting experience.