

MONTCALM COUNTY
OFFICE ASSISTANT – SHERIFF’S OFFICE
Job Description

General Summary

Under the supervision of the Sheriff’s Confidential Administrative Aide, prepares and maintains a variety of records of the Sheriff’s Department.

Essential Functions

1. Processes and files inmate records, court dispositions, criminal complaints, and other records. Maintains records on all criminal incidents within the County and enters information from all complaint forms, traffic citations, and booking citations into the computer.
2. Generates various statistical reports on departmental activities, breaking data down by type of activity, location, time, and other criteria. Prepares reports on activities required by other agencies, prepares summaries of daily activities and provides to local media representatives.
3. Transcribes dictation of criminal complaints from officers. Transcribes taped confessions, statements surveillance notes, and interviews verbatim. Also types reports for command staff, detectives, and road patrol deputies involving all types of criminal activity, while maintaining confidentiality of all information.
4. Files Deputy Sheriff’s and Corrections Officer’s daily reports, handgun registration forms, traffic and booking citations, and other departmental documents.
5. Receives telephone calls and walk-in visitors and responds to requests for information and explains departmental procedures or directs to proper individual. Processes gun purchase permits, background check requests, and inmate information.
6. Receives, responds, and maintains records pertaining to Freedom of Information Act (FOIA) requests.
7. Receives payment and prepares receipts for permits, inmate debt payments, and other fees. Processes and mails inmate debt statement to released inmates and to collections per departmental policies.
8. Processes requests for applicant fingerprinting and submitting same to the appropriate agency(s) as required.
9. Process Sex Offender Registration verifications.

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10. Maintains and submits statistical information to the State of Michigan as required(MICR).
11. Assists with entering and disbursing civil process requests.
12. Periodically purges records in accordance with departmental policy.
13. Maintains records on all criminal incidents handled by the Sheriff’s Office and enters necessary information to the computer.

Other Functions

Opens, sorts, and delivers mail.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer some advanced coursework in secretarial science, English and composition, and legal terminology. Prefer operating knowledge of Microsoft Office and Google web applications.

Experience: One year of prior legal-related clerical experience involving the preparation and editing of correspondence and reports, maintenance of office filing systems, and related secretarial functions. Prefer experience in a law enforcement agency.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Extended periods of sitting in order to type lengthy reports.
Ability to enter and retrieve information from computer.

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Ability to access departmental files.
Ability to lift storage boxes less than 25 pounds.

Working Conditions:

Works in office conditions but within close proximity to County Jail and inmates.