

CORRECTIONS SECRETARY

The Van Wert County Sheriff's Office is accepting applications for the position of Secretary at the Van Wert County Correctional Facility. This is a Full-Time salary position. Applications will be accepted from September 12th, 2023 through September 22nd, 2023 at 4:00pm. Anyone interested in applying can complete an application online or print the application off the Sheriff's Office website at www.vanwertcountysheriff.com. Interested people can also pick up an application at any time at the Van Wert County Sheriff's Office located at 113 N. Market Street or the Van Wert County Correctional Facility 204 N. Washington St. in Van Wert.

The people applying also need to include a letter of interest, a resume, and other required documents for the application. Applications with required documentation can be dropped off at the Sheriff's Office at any time during the acceptance period above, emailed to the Sheriff's Office by using the link at the bottom of the Sheriff's Office home page, or mailed to the Sheriff's Office using the above address.

Applicants must:

- Be a US Citizen
- Be at least 21 years of age
- Be a resident of Van Wert County or become a resident within 1 year
- Possess a valid Ohio Driver's License
- Have a High School diploma or GED and provide a copy of the diploma or certificate with the application
- Be of good moral character
- Never have been convicted of a felony or misdemeanor involving Moral Turpitude or is not currently under indictment for any criminal offense.
- Have no previous or current charges of driving while intoxicated or driving under the influence of drugs or alcohol
- Never have been convicted of any family violence offense
- Obtain certifications required to perform duties of position to maintain employment
- Be able to pass pre-employment background investigation
- Be able to pass drug screen
- Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files.

The Van Wert County Sheriff's Office offers Health, Dental, and Vision Insurance with a weekly employee cost of \$35.00. The Sheriff's Office offers 2-weeks Paid Vacation Time after 1 year of employment, 11 Holidays off with pay, birthday off with pay, 4.6 hours of accrued Sick Time per pay period, Ohio Deferred Compensation Saving Plan.

Starting Salary is \$41,439.58. The Incumbent will be a member of the Ohio Public Employee Retirement System, (OPERS).

The successful candidate must complete a nine (9) month probationary period commencing from the date of hire.

The Van Wert County Sheriff's Office is an Equal Opportunity Employer.

CORRECTIONS SECRETARY

Under the general direction of the Sheriff, reporting directly to the Corrections Major, is responsible for aiding in the Management of Office Administrative function:

Main Job Tasks and Responsibilities

1. Maintains confidential files, posts accounting data; updates and balances books of records, maintains and keeps all personnel files.
2. Produces typed copy from rough written or brief oral instructions involving correspondence, tables reports or other materials of technical or confidential nature, prepares required reports, handles Sheriff's Sales, civil process and other paperwork as needed.
3. Assists with Employee Payroll.
4. Maintains Office Charge Accounts.
5. Processes all mail daily.
6. Accepts all payable and receivables.
7. Types all Supplements, Transfer, etc. letters.
8. Types all transcripts needed.
9. Makes all deposits and transfers of monies into Budget Accounts.
10. Makes pay-ins at courthouse.
11. Assists performing Web-Check electronic fingerprinting.
12. Maintain and balance Sheriff's Office checking accounts.
13. Tracking and Ordering Office supplies.
14. Make Bank deposits.
15. Maintain Accurate accounting of inmate records
16. Track Medical expenses of inmates
17. Maintain inmate commissary accounts
18. Performs other related duties as required.

19. Creates and submits invoices to other law enforcement agencies.
20. Creates and submits monthly reports.

Qualifications

1. Minimum of 3 years of experience providing administrative support at a high level.
2. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.
3. Knowledge of standard office administrative practices and procedures.
4. College degree is an advantage.
5. Experience with Medicaid billing is an advantage.

Key Competencies

1. Organizational and Planning Skills.
2. Excellent Communication Skills.
3. Information gathering and monitoring skills.
4. Problem analysis and problem-solving skills.
5. Good judgement and decision-making ability.
6. High level of initiative.
7. Maintain confidentiality.
8. Ability to be a team member.
9. Ability to pay attention to detail and accuracy.
10. Ability to adapt to circumstances and still complete tasks and assignments
11. Confident working in a Correctional Facility

Any combination of education, training and work experience which indicates possession of the skills, knowledge, and abilities listed above.