

SECRETARY

Mahoning County Sheriff's Office - Youngstown, OH

Posted: **6/29/2020** - Expires: **8/28/2020**

Job ID: 218606282

Job Description

Performs a variety of administrative and clerical duties. Prepare correspondence, reports, memos and any requested written communications of the division on computer; take meeting minutes as requested; answer telephones; direct calls; deal with the public; take accurate and timely messages; schedule appointments and coordinate meeting and conference calls; organize and maintain paper and electronic files; maintain accurate inventory of division supplies; manage projects; conduct research; and disseminate information by using the telephone, mail services, websites and e-mail. Learn proprietary software associated with the division to be used on a daily basis to obtain information. Make routine posting to various departmental, fiscal, or other records according to standard procedures; **track, calculate and bill federal and city offices for services** and housing; assists in compiling and collecting of data for use in statistical reports, internal operations studies or policy formulation; checks mathematical accuracy and compliance with proper procedures in the preparation or processing of legal documents.

QUALIFICATIONS, SKILLS AND ABILITIES:

Must possess a high school diploma. Coursework in office practices and procedures beneficial. Minimum of three (3) years of full-time secretarial experience. Must be proficient in keyboarding and have extensive knowledge and be proficient using Microsoft Word and Microsoft Excel software and Microsoft Outlook. Extensive experience using all office equipment. Must possess good interpersonal skills, good judgment, excellent organizational and management ability, initiative and ability to work independently. Must possess a valid motor vehicle operator license. Will adhere to all security policies and procedures. This is a bargaining unit position.

Full-time Monday to Friday 8 am. to 4 pm Wages: \$19.09 Health, Vision, Paid Holidays 401K / Retirement Plan, Education Assistance, Sick Leave, Vacation

Hiring Requirements: Driver's License Type - Operators, Reference Check, Drug Test, see in job description - Qualifications.

TO APPLY: E-mail Resume to bsr1@onestopohio.org
Subject line - Please add - SECRETARY