



MINNEHAHA COUNTY
invites applications for the position of:

Administrative Secretary

Strong Foundation. Strong Future. All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$15.98 - \$17.20/Hour **OPENING DATE:** 12/12/17 **CLOSING DATE:** 12/29/17 05:00 PM

GENERAL INFORMATION:

The [Minnehaha County Sheriff's Office](#) invites applications for an Administrative Secretary to join their clerical team. The Administrative Secretary will perform secretarial and administrative work in support of the Sheriff's Office mission to *preserve public safety and quality of life within Minnehaha County.*

Please attach a cover letter and resume to the online application.

EXAMPLES OF DUTIES INCLUDE:

Compose and type correspondence, forms, and other items requiring original composition ensuring accuracy and completeness. Develop, organize, and maintain filing and other information management systems for the accurate and effective recording, storage, retrieval, and use of data. Prepare and distribute reports. Process civil paper information including temporary protection orders, subpoenas, executions, and other general papers. Process bench and arrest misdemeanor and felony warrants, enter NCIC data, file warrants, and process warrant recalls. Answer and direct phone calls. Assist at the front desk by greeting and assisting members of the public, answering questions, explaining detailed legal and court processes, serving civil papers, and collecting and recording payments. Conduct research for the Deputy Sheriffs and administrative staff. Process incoming and outgoing mail. Cross train with other clerical positions within the department.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus two years of increasingly responsible clerical experience. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process. Thorough knowledge of modern office practices and procedures. Ability to operate a personal computer with working knowledge of MS Office products. Ability to perform a variety of complex secretarial and clerical tasks exercising considerable independent judgment. Strong communication skills with the ability to exercise great tact, patience, and judgment when working with the public. Ability to supervise and train clerical employees. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Associate's degree in business, administrative studies, or a related field. Four years of increasingly responsible clerical experience. Experience working with, or in, a law enforcement agency or related field.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>

OUR OFFICE IS LOCATED AT:

415 N Dakota Avenue

Sioux Falls, SD 57104

605-367-4337

jobs@minnehahacounty.org

Job #18-07

ADMINISTRATIVE SECRETARY

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Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.