



## HARRISON COUNTY SHERIFF'S OFFICE

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** Front Desk Clerk

**DIVISION:** Corrections

**CLOSING DATE:** 11/12/2020

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

**HARRISON COUNTY SHERIFF'S OFFICE  
Job Description**

<b>Position Title:</b> Front Desk Specialist	<b>Base Salary:</b> \$24,445.00
<b>Supervised By:</b> Division Captain	

**CHARACTERISTICS OF THE POSITION:**

Under the general direction of a supervisor, performs clerical and office work of above average difficulty requiring skilled and accurate typing and knowledge of Sheriff's Office policies and procedures. Incumbents are expected to exercise independent judgment and to make decisions regarding routine questions and work methods. Incumbents in this classification may be subject to shift work or call-ins to meet the needs of the Sheriff's Office on a routine or emergency basis. Work is reviewed through observation, review of work products, and results obtained. Performs other work as requested.

**SPECIFIC DUTIES:**

Handles incoming phone calls; answers routine questions and routes phone calls appropriately.

Uses computer terminal for record keeping, correspondence, work orders, purchase orders, and reports.

Types/ Files records, reports and monthly reports; types letters and other correspondence.

Processes mail, sorting and distributing; drafts replies to less complex inquiries.

Maintains good rapport with local police agencies, visitors and staff.

Assists in the training of Personnel.

Participates in Sheriff's Office recruitment and community relations activities as directed.

**ESSENTIAL FUNCTIONS:**

Knowledge of business English, spelling, and arithmetic.

Knowledge of general office practices and procedures.

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## Front Desk, Specialist

Ability to operate standard office equipment, such as computer terminal, typewriter, copy machine, adding machines, calculators, and transcription machines.

Ability to maintain accurate records, logs, and files.

Time management skills.

Inter-personal skills.

Verbal and written communication skills.

Skill in accurately typing from rough draft, tapes, or plan copy.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Clerk within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Clerk who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

### **CHAIN OF COMMAND:**

This position reports and is accountable to the Division Captain. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

### **POSITION REQUIREMENTS:**

1. Be a United States citizen;
2. Have a high school diploma or equivalent (GED);
3. Be at least twenty-one [21] years of age;
4. Possess a valid Mississippi Driver License;
5. Be subject to a thorough background investigation and personal interviews by Office personnel;

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6. Demonstrate reading and comprehension skills in the English language to at least the 12<sup>th</sup> grade level through interviews and written demonstration of proficiency;
7. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
8. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files.

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