

EMPLOYMENT OPPORTUNITY SECRETARY II

The Wayne County Sheriff's Office is seeking to fill an opening for a Secretary II. This position is full-time (40 hours per week). Hours Monday-Friday 8:00 a.m to 4:00 p.m. Wayne County benefits, including health insurance, life insurance, vacation, and sick leave, are available.

Duties: Greet people who enter the office, answer and direct telephone calls. Perform typing, transcription and proofreading as directed. Execute routine clerical tasks. Process appropriate documentation to process police reports accurately and quickly. Processes all civil and criminal documents that come into the Sheriff's Office and distributes to proper authority; prepares and processes documents related to Sheriff Sales. Schedule various appointments. Ideal candidate must be a self-starter and a team player. Must be able to handle pressure, interruptions and multiple projects.

Proficiencies: The successful candidate must possess superior organizational and secretarial skills, along with being proficient in computer operations. Candidate must be highly skilled in the development, typing and proof-reading of documents which includes possessing excellent grammar skills. Knowledge of Microsoft Word, Excel and Outlook a must. Law Enforcement background a plus.

Applications: Must be 18 years or older to apply. High school diploma or equivalent. Applicant **MUST** have two years experience in the secretarial field. Have a valid motor vehicle license with a clean driving record is required. Must be able to pass a personal as well as criminal background check and drug screen.

Submit your application to the Wayne County Sheriff's Office, 201 W. North Street, Wooster, OH 44691 or via email to wco@wcoohio.org. Resumes will not be accepted as applications. No phone calls. Applications are available in the lobby of the Justice Center or online at <http://www.waynecountysheriff.com>.

THE WAYNE COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Date posted: April 26, 2022