



HARRISON COUNTY SHERIFF'S OFFICE JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Secretary

DIVISION: Transport

CLOSING DATE: 11/05/2026

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention Center for consideration. You may also submit an application through our website www.harrisoncountysheriff.com/careers.

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

Position Title: Secretary – Transport	Base Salary: \$ 30,405.29 Annually
Supervised By: Division Captain	

CHARACTERISTICS OF THE POSITION:

Under the supervision of the Division Captain, performs responsible secretarial and administrative work requiring independent judgment, discretion, and coordination with courts, law enforcement agencies, correctional facilities, medical providers, and transport staff. Organizes offender transportation, court appearances, medical appointments, extraditions, and related logistics. Maintains accurate records and financial documentation, communicates directives, and manages competing priorities with minimal supervision. Work is reviewed through conferences, reports, and results obtained.

SPECIFIC DUTIES:

Maintains organized records, files reports, and prepares written, statistical, and transportation-related documentation accurately and timely.

Coordinates offender transportation to Federal, Circuit, Chancery, County, Municipal, Justice, and Youth Courts; medical appointments; treatment facilities; and other designated locations.

Communicates with judges, district attorneys, court clerks, correctional facilities, and other agencies to coordinate court orders, court appearances, and transport requirements.

Arranges in-state and out-of-state extraditions, including transportation schedules, air travel, rental vehicles, overnight accommodations, and related logistics.

Manages division per diem disbursements, budget records, cash expenditure logs, credit card transaction records, and transportation-related expense documentation.

Communicates directives issued by the Division Captain to transport staff and coordinates scheduling information with appropriate personnel.

Coordinates medical appointments with providers and receiving facilities and arranges court-ordered mental health pickups with Chancery Court officials and designated facilities; informs superiors of significant activities and issues.

Performs other related work as assigned or required.

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ESSENTIAL FUNCTIONS:

Ability to understand criminal justice terminology, court procedures, court orders, and transportation coordination requirements.

Advanced knowledge and skill with computers, software, and office equipment.

Strong organizational and time management skills, including prioritizing simultaneous court schedules, transportation requests, and deadlines.

Professional interpersonal and coordination skills when working with courts, agencies, medical providers, staff, and the public.

Ability to gain knowledge of rules, policies, and procedures of the Sheriff's Office.

Ability to resolve scheduling and logistical challenges using sound judgment and initiative.

Strong verbal and written communication skills, with accuracy, responsiveness, and professionalism.

Ability to protect confidential law enforcement, medical, court, personnel, and financial information and handle sensitive matters discreetly.

Ability to maintain accurate budget, per diem, cash expenditure, credit card, operating, and statistical records and perform necessary calculations.

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 Secretary within the Harrison County Sheriff's Office who cannot perform these essential tasks will not be accepted. A current employee in the position of Secretary 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.

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EDUCATION AND EXPERIENCE:

1. One [1] year experience in an office environment;
2. Must be a graduate of High School or GED Equivalent;
3. Ability to read, write, and speak the English language;
4. Must be proficient in typing, data entry, and filing.
5. Demonstrate ability to manage people and programs in a law enforcement agency in a diverse and dynamic community;
6. Independently exercise common sense and good judgment under pressure;
7. Have ability to multi-task;
8. Must have strong communication skills;
9. Must maintain attention to detail;
10. Must be able to follow directions with minimum direct supervision;
11. In lieu of these qualifications, a combination of other training and experience may be considered.

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