



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Secretary

DIVISION: Corrections

CLOSING DATE: 05/15/2025

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 – Corrections Division	Base Salary: \$ 32,899.00 Annually
Supervised By: Warden	

CHARACTERISTICS OF THE POSITION:

Under the supervision of the Warden, performs difficult and responsible secretarial work involving delegated administrative duties. Work consists of facilitating both internal and external communications between the public, other agencies, members, and the supervisors. Exercises a wide latitude of independent judgment in assisting the Warden by undertaking special projects as directed. Taking and transcribing dictation may be required. Work reviewed through conferences, work reports, and observation of results obtained. Secretaries receive detailed instructions when beginning the assignment, but are expected to work with minimal supervision.

SPECIFIC DUTIES:

Maintains records, files reports and other written and statistical data pertinent to the assignment; prepares reports based on records and information.

Takes dictation or transcribes from dictating equipment, composes correspondence for routine matters; routes mail not requiring review by supervisor to the proper office or person; follows up on inquiries or requests for information.

Compose Reports using JailTracker Software

Maintain a working relationship with the Medical Department and all interoffice departments

Coordinate arrangements and assist with any jail tours.

Set up special visits approved by the Sheriff, Chief Deputy, Warden, or Deputy Warden

Approve attorneys, probation officers, or child protective services requesting visits with electronic recording devices entering secure areas

Communicate any directives issued by the Warden with all corrections staff

Coordinate scheduling for all corrections interviews

Take minutes for corrections supervisors meeting.

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Review Shift packets for DOJ and Census Bureau stats- maintain records on number of inmate deaths, use of force, assaults, and various other information.

Forward all completed First Injury reports to Harrison County Personnel and HCSO and HR

Open/Close Maintenance work orders, file and scan

Backup mail room.

Assist Deputy Wardens Office with office related duties.

Informs superiors of events and activities in progress.

Performs other related work as assigned or required.

ESSENTIAL FUNCTIONS:

Ability to understand the criminal justice system, court procedure, and criminal justice terminology.

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

Time management skills.

Interpersonal skills.

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

Problem-solving skills.

Verbal and written communication skills.

Ability to maintain the confidentiality of office matters.

Ability to prepare operating and statistical tabulations and reports, and the ability to make difficult arithmetical computations accurately.

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.

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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 Corrections Warden.

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 maintain attention to detail;
9. Must be able to follow directions with minimum direct supervision;
10. In lieu of these qualifications, a combination of other training and experience may be considered.

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