



COUNTY OF NYE

CLASS TITLE: **RECEPTIONIST, SECRETARY, CLERK ~ SO**

BASIC FUNCTION:

Under direction, performs secretarial work to provide staff support for administration, performs a variety of clerical duties including typing, various work card applicants, indigent assistance, answering a multi-line telephone, data entry, and assists in records management.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Types correspondence, composes routine letters and notices; does data entry pertaining to cases, incidents, adult and juvenile identification files, and traffic accidents as assigned and distributes paperwork to appropriate agencies.
2. Provides answers to requests from insurance companies, attorneys, general public, other agencies and federal investigators, on forms provided.
3. Answers and screens telephone calls, refers callers, and provides information on department services and functions.
4. Provides indigent assistance after determining if assistance can be provided to those who are requesting assistance.
5. Processes work card applicants; issues work cards, hospital applicants, childcare applicants, registers ex-felons, issuing concealed weapons permits, and fingerprinting of said applicants.
6. Assists in sorting of heavy paperwork from other areas or departments to include filing and sending out jury summons. This may include actually taping of juvenile files as part of the process of sealing the record.
7. Operates an assortment of office equipment such as typewriters, computers, copy machines, fax machines, adding machine & calculators.
8. Assists the general public in providing information on a variety of matters.
9. In the absence of the Administrative Technician may process TPO's only to the point of preparing the necessary paperwork to have it served by the Deputy Sheriff.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or G.E.D. equivalency and/or general work experience.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

General public, co-workers, supervisor, other state and local agency personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal clerical environment—subject to lifting boxes and files.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal clerical indoor setting.