

Writes work orders to report problems or request repair/service; identifies priorities and forwards work orders to appropriate service personnel; notifies management of emergency situations; enters work order data into computer; monitors status of open work orders; maintains files of closed work orders.

Conducts research of department files, court/legal records, database records, electronic data sources, hardcopy materials, Internet sites, or other sources as needed.

Types, composes, transcribes, prepares, or completes various forms, reports, correspondence, lists, charts, budget documents, grant reports, statistical reports, time sheets, service requests, legal documents, case files, victim compensation claims, petitions, motions, subpoenas, warrants, indictments, accusations, orders, arraignment notices, bond forfeitures, interviews, case summaries, brochures, or other documents.

Receives various forms, reports, correspondence, logs, lists, schedules, calendars, payments, bank statements, invoices, vouchers, budget reports, time sheets, applications, citations, incident reports, accident reports, psychological evaluations, victim impact statements, case documentation, court documents, legal documents, complaints, construction plans, catalogs, laws, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, bookkeeping, case management, calendar, Internet, e-mail, or other programs.

Maintains file system of various files/records for the department/division; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Performs general clerical tasks, which may include making copies, sending/receiving faxes, updating department documentation, sorting/distributing incoming mail, or processing outgoing mail.

Performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, other departments, County officials, court personnel, attorneys, defendants, vendors, financial institutions, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Assignment to Sheriff's Office Civil Unit may include the following additional duties:

Assists in planning and preparing for various meetings, which may include scheduling meeting facilities and equipment, preparing agendas and meeting packets, mailing meeting notices, distributing documentation, maintaining records, scheduling evictions and property pickups, or other tasks as necessary.

Prepares activity sheets for civil papers; enters civil papers and type of service into computer; mails service sheets to attorneys.

Processes subpoenas for County courts and other jurisdictions; compiles necessary documentation from other divisions to complete case files for courts.

Enters and receives civil papers from other counties; processes temporary restraining orders; processes subpoenas for Sheriff's Office and civilians.

Assignment to Sheriff's Office Ordinances/Permits Unit may include the following additional duties:

Entering and maintaining all false alarms information in Sheriff's Office electronic system; sending certified letters to homeowners/businesses regarding the false alarms.

Assists deputies and management with alcohol licensing.

Assignment to Sheriff's Office Fleet/Supply Unit may include the following additional duties:

Maintains computerized inventory records; enters received inventory, unpacks and stocks shelves with received inventory.

Receives requisitions; enters into system; orders supplies; delivers supplies; files paperwork.

Assigns badge numbers and radio serial numbers to new hires; meets with new hires to issue all equipment/uniforms; forwards paperwork to accounting to assign cost to the correct unit the new hire is assigned to.

Ensures that when employees are transferred, promoted, demoted or are going to the academy, their equipment/uniforms are returned and/or updated for their assignment.

Ensures all equipment/uniforms are returned when an employee separates from the Sheriff's Office.

Issues citation books to deputies.

Assignment to Sheriff's Office Administrative Support Unit may include the following:

Maintains and prepares jail daily court lists (Superior, State, Juvenile and Magistrate).

Review files completed as release or bond-outs for completeness and accuracy (names, DOB, charges, SSN, etc).

Update inmate files for court notes; additional court appearances; redact or notate in RMS all pertinent court notes including but not limited to additional appearances, accountability court rejection or admission and other issues pertinent to the case.

Review and update (Inmates at other facilities with Forsyth County Holds) X-out and (Forsyth County inmates housed at other facilities) T-out files (accuracy and current housed-out locations); generate GBI and other necessary monthly reports. Send and receive pertinent e-mails in reference to court list, cancellations and add-ons.

Reconcile monthly GBI report(s). Extensive file review and auditing functions as needed. Cross-training with the transport unit to cover duties for unforeseen emergencies, vacations, absences and routine days off.

Contacts Department of Corrections to verify receipt of sentences.

Review files for correct data entry, SSN, names (including middle names), suffix, DOB, gender, race.

Verify SID#'s, FBI#'s and charges are correct in RMS.

ADDITIONAL FUNCTIONS

Performs general tasks, which may include delivering documentation to/from other offices or transporting banking transactions.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in business administration, bookkeeping, office administration, and personal computer operations; supplemented by one (1) year previous experience and/or training involving office administration, customer service, bookkeeping, record management, personal computer operations, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid State of Georgia Notary Public certification. Duties involving handling of cash funds may require ability to be bonded. Will be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. Must possess and maintain a valid State of Georgia driver's license. Typing speed of 30 words per minute required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.