

JOB OPENING

Van Buren County Administration Building, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079

Applications available from the Van Buren County Human Resources Division

Telephone: (269) 657-8253; FAX (269) 657-2547

An Equal Opportunity Employer

Rate of Pay: \$11.83 Annually Hourly
Full-Time Part-Time 20 hours per week

Posting Date: November 4, 2009
Application Deadline: Until Filled

TYPIST/CLERK

DEPARTMENT: Sheriff

PURPOSE: To prepare and type from dictation (transcriber), copy or verbal instructions, correspondence, records, reports, and forms generated by the staff of the Sheriff Office; to act as receptionist by supplying information and providing assistance to the public in the absence of the office receptionist, to file and to perform other related duties as required.

SUPERVISION RECEIVED: Work is performed under the direction of the Sheriff or his designee

WORKING CONDITIONS:

Work is performed in an office environment.
Ability to sit and type for extended periods of time.

PRINCIPLE DUTIES: An employee in this class may be called upon to do any or all of the following:
(These examples do not include all of the tasks which the employee may be expected to perform.)

Operate a computer and typewriter and transcribing equipment in the preparation of reports, police forms, statistical reports, correspondence and other data as may be necessary.
Provide information to the public on the telephone and over the counter.
Prepare and maintain files.
Perform related duties as required.

QUALIFICATIONS FOR EMPLOYMENT:

High school graduate.
Ability to type a minimum of 60 w.p.m. accurately. May be subject to a typing test.
Ability to use dictating equipment accurately and efficiently.
Ability to spell accurately.
Ability to prepare and maintain accurate records and files.
Ability to understand the need for and to practice confidentiality in matters relating to department activities.
Some previous experience desirable.