

**NOTICE**

There is a job opening in the Bay County **SHERIFF'S DEPARTMENT**.

**JOB TITLE:** RECORDS SPECIALIST LEADER

**PAY SCALE:** \$15.75 per hour entry, progressing to \$18.58 per hour in 2 years (SS03)

**This is a full-time position with benefits as provided for within the POAM labor agreement.**

**GENERAL SUMMARY:**

Using well-defined practices and procedures, performs a variety of typing and clerical support tasks.

**ESSENTIAL FUNCTIONS:**

1. Serves as receptionist receiving walk-in visitors and telephone calls. Provides routine service information, refers callers to appropriate source or schedules appointments.
2. Maintains current files on statistical data and correspondence, pulling materials upon request.
3. Opens and sorts mail. Prepares mail for delivery.
4. Greets and signs visitors, such as lawyers, teachers, clergy personnel who routinely visit the jail inmates.
5. Processes civil documents and subpoenas to be served in the County of Bay.
6. Accountable for financial activity regarding civil papers, police reports, mortgage sales, explosive permits, etc., and keeping an accurate file of debits and credits for services rendered by the department.
7. Responsible for billings for civil services and recording monies received for services, sending out receipts and logging payments received.
8. Records revenues received by the department for deposit with the Bay County Treasurer.
9. Assists attorneys regarding instructions on service of civil papers and sets up appointments for mortgage sales to be conducted by the department.
10. Registers hand guns and gives out purchase permits.
11. Fingerprints subjects for various departmental reasons.
12. Carries out routine clerical services, providing counter assistance, processing standard collections and receipting, looking up records, etc.
13. Well-versed in office machine usage, operates a wide variety of equipment including typewriter, calculator, copy machine and office computer.
14. Punctual and consistent attendance is an essential function of this position.
15. May serve as LEIN Operator: enter, cancel, update, modify, query and confirm warrants, pickup orders, parental removal orders, protective condition bonds, stolen vehicles, articles and weapons. Run criminal history records for department reports, new hires, jail volunteers and all county fire departments.
16. May serve as LEIN TAC (Terminal Agency Coordinator): designated main contact person for the department with the LEIN Field Services and the Audit Unit to ensure policies and procedures are followed.
17. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** High school graduate or G.E.D. required, business school degree desirable, typing (60 wpm corrected), filing, computer experience. Well versed in the use of Microsoft Word and Excel applications, and fully proficient in all clerical skills with emphasis on keeping of records. One year of experience in a clerical position. Preferred experience as a LEIN operator and LEIN TAC (Terminal Agency Coordinator). Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

**APPLICATION PROCEDURE:** Apply online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail to the Bay County Personnel and Employee Relations Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Monday, November 20, 2017.**

**Bay County is an Equal Opportunity Employer**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."