

**OPEN POSITION:** Detention Secretary (Part Time)

**DEPARTMENT:** Detention

**DUTIES AND RESPONSIBILITIES:**

- Responsible for scheduling, coordinating and documenting trainings
- Prepares correspondence, memorandums and develops charts and graphs
- Performs general office duties (e.g., copying, faxing, scanning, filing and distribution of documents).
- Maintain electronic paper records ensuring information is organized and easily accessible
- Maintains a yearlong calendar for staff trainings
- Maintains a high level of confidentiality
- Accomplish work responsibilities with minimum supervision
- Ability to plan, multitask and manage time effectively
- Reports to the Director of Detention Services
- Performs other duties as assigned

**QUALIFICATIONS:**

- Ability to type 65 wpm
- Ability to communicate effectively on the telephone, in person and in writing
- Demonstrated knowledge of office-based personal computing applications

**SALARY/BENEFITS:**

- \$10/hour

Interested candidates may submit application/resume to Amanda Yukon, HR Clerical Secretary, no later than January 31, 2017.