

NOTICE

There is a vacancy with the **BAY COUNTY SHERIFF DEPARTMENT**.

JOB TITLE: **PART-TIME TYPIST CLERK I**

RATE OF PAY: **\$10.63 per hour entry, progressing to \$12.53 per hour in 6 years (TS04)**

Part-time position; Up to 29 hours per week

Union Membership: U.S.W. Part-time Unit

GENERAL SUMMARY:

As a trainee or in a permanent assignment using well-defined practices, performs a variety of routine typing and clerical support tasks. Activities frequently include the use of a computer for such purposes as preparation of standardized forms, licenses, certificates and typing from rough draft. Work is performed under close supervision with emphasis on learning departmental activities and/or in the continuous performance of duties requiring minimum clerical skills.

TYPICAL DUTIES:

1. In accordance with defined operating procedure, receives materials such as citations, files, complaints, vital statistic records and general correspondence. Identifies material and/or issues appropriate receipt.
2. Files, pulls materials from files and prepares identification tabs and folders for new materials.
3. Serves as receptionist, receiving walk-in visitors and telephone calls. Relays inquiry to the appropriate departmental source or screens and answers general inquiries dealing with established policy matters.
4. Provides counter assistance, typing and issuing standardized documents such as those dealing with vital statistics, permits, registrations, admittance forms and standardized data.
5. Types correspondence from rough draft, standard reports, file cards, standardized forms from departmental records, requisitions and summary reports.
6. Frequently operates copy machine and may stock and provide light maintenance of reproduction equipment as key operator.
7. Processes mail, receiving and distributing departmental or division incoming mail. Weighs, determines postage and prepares outgoing mail.
8. May update files in a well-defined manner adding documents and correspondence, purging outdated material.
9. Makes deliveries to various County departments such as mail, reports, light supplies and so forth.
10. May inventory and tag new office equipment.
11. Uses a variety of office machines including typewriter, copy machine, postage meter, check printer and microfilmer.
12. Prepares summary status reports from departmental records, totaling information such as employee time and attendance, cases processed and so forth.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work being 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: Some work experience preferred. Typing skill level will be: 40 WPM (corrected). Applicants may be required to take written and/or other examinations. Must have computer skills sufficient to proficiently bill prisoners.

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.

Make application to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Wednesday, January 14, 2009.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."