
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: TRANSCRIPT CLERK (PART-TIME)

This position is open to County Employees and the General Public

HOURLY RATE: \$9.00 - \$11.00 (up to 29 hours per week)

DEPARTMENT: SHERIFF'S DEPARTMENT - ENFORCEMENT (500)

FLEXIBLE WORK SCHEDULE

PRIMARY RESPONSIBILITY/FUNCTION: To transcribe interview tapes for the Investigations Division within the Sheriff's Department.

DUTIES AND RESPONSIBILITIES:

- Transcribes recordings of witness/victim/suspect interviews to verbatim written format using Dictaphone type equipment and desktop computer.
- Answers telephone calls and routes calls to appropriate staff.
- Perform other related duties as required.

ACCEPTABLE TRAINING AND EXPERIENCE:

- High School graduation or GED equivalency;
- Some work experience or training in the use of computers and/or dictation equipment;
- Or any equivalent of combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

- Typing speed and accuracy is essential.
- Employment is contingent upon satisfactory completion of a criminal background check.

NOTE: Employment is contingent upon satisfactory results of a criminal background investigation, traffic offense check, sexual offender check, and child and adult maltreatment checks.

OPEN DATE: 05-16-2019

CLOSE DATE: 05-22-2019 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

16 May 2019

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