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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](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION:** EXECUTIVE SECRETARY  
This position is open to County Employees and the General Public  
**POSITION NO:** 002  
**STARTING SALARY:** \$30,697 - \$35,948  
**DEPARTMENT:** SHERIFF/ENFORCEMENT (500)

**PRIMARY RESPONSIBILITY/FUNCTION:** Responsible for providing secretarial and clerical support for the Sheriff, Chief Deputy and other senior officers within the Sheriff's department.

**DUTIES AND RESPONSIBILITIES:**

- Answer and screen telephone calls for the Sheriff, Chief Deputy and Majors. Handle phone requests from departmental personnel and refer problems to the appropriate personnel.
- Schedule appointments for the Sheriff, Chief Deputy and Majors. Coordinate meetings, prepare material for meetings, and contact all meeting participants.
- Open, organize, and distribute incoming mail, handle correspondence of a routine nature, and ensure that the Sheriff reviews important items.
- Compose and type routine correspondence, memos, and reports. Type and process all departmental confidential correspondence and reports.
- Set up and maintain general and confidential files for the Sheriff, Chief Deputy, and Majors.
- Act as primary interface between the Sheriff and public. Answer general information requests and collect details of citizen and departmental complaints.
- Perform criminal checks required for the issuance of deputy identification cards.
- Perform special projects as requested.
- Perform any other related duties as required or assigned.

**WORKING CONDITIONS:** Work is performed in a smoking restricted office environment.

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency; considerable secretarial or clerical administrative support experience; **OR** any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Employment is contingent upon satisfactory completion of the following requirements: criminal background check, traffic offense check, sexual offender check, and child and adult maltreatment checks.

**OPEN DATE:** 07-09-2019

**CLOSE DATE:** 07-15-2019 (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.

09 July 2019

275-19