



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

EXECUTIVE SECRETARY

An Equal Opportunity Employer

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|--------------------------------------|--|----------------------|-------------------|
| Department: | Sheriff/Enforcement | | |
| Starting Salary Range: | \$31,618 – 36,611 | | |
| Position Number: | 002 | | |
| FLSA Status: | Non-Exempt position, eligible for overtime | | |
| Safety Sensitive Designation: | This position is not designated as safety sensitive and is not subject to random drug and alcohol screening. | | |
| Opening Date: | 4/22/21 | Closing Date: | 5/5/21 at 5:00 PM |

JOB SUMMARY:

Responsible for providing secretarial and clerical support for the Sheriff, Chief Deputy and other senior officers within the Sheriff's department.

ESSENTIAL JOB FUNCTIONS:

- 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 special projects as requested.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform any other related duties as required or assigned.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Digital dexterity necessary for keyboard and calculator operation.

Visual acuity necessary for use of a computer screen.

Ability to orally communicate effectively, both in person and by telephone.

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.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

April 22, 2021

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