



## **Administrative Support Specialist I**

Franklin County Sheriff's Office is recruiting to the position of an Administrative Support Specialist I within the Detention Center. Employees in this class perform a variety of clerical, records processing, data entry, and other administrative support duties to assist with Detention Center operations. Work generally requires that employees handle day-to-day activities, such as information and records processing. General knowledge of the department and related functions are needed. Work is performed under the supervision of the Department Head or other higher-level supervisor, and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

### **Duties and Responsibilities:**

- Processing inmate intake and release
- Serving as clerical, data entry, or other administrative support for departmental functions and services; answering phone calls and inquiries; securing and relaying information.
- Securing information via telephone or personal contact; selecting appropriate materials to answer questions; may process mail for the unit; may handle confidential items and/or material.
- Inputting data into systems for the department; generating records, reports, bills and/or other departmental requirements from the data; verifying and editing data, as needed.
- Operating a computer to generate correspondence, notes, reports, or other materials.
- Completing procedures of monthly billings.
- Preparing daily deposits; releasing fund to inmates.
- Maintaining accurate data within department files, including spreadsheets and other office documents.
- Communicating with Clerk's office and other detention facilities.
- Reviewing processed inmate files to assure accuracy; proofreading documents for correct spelling, punctuation, grammar, and format.
- Reviewing and processing judgments after inmate sentencing.
- May use a variety of software programs in the performance of job functions; types will vary depending upon departmental assignment.
- Maintaining accurate and organized records and files.
- May handle cash transactions for the Department.
- Performs related duties as required.

### **Knowledge, Skills and Abilities**

- General and working knowledge of office practices and procedures.
- General and working knowledge and ability to use correct numbers, arithmetic, bookkeeping, grammar, vocabulary, and spelling.
- Ability to communicate effectively in person and by telephone.
- Ability to gather and give basic information and instructions on departmental programs based on inquiries.
- Ability to learn a general knowledge of persons and departmental programs.
- Ability to be tactful and courteous.
- Ability to gather and compile materials from a variety of sources.

- Ability to operate a variety of office machines such as a computer, fax, copier, and others required in the position.
- Ability to use judgment in organizing and establishing priorities of the work assigned.
- Ability to record financial transactions and balance figures.
- Ability to compile information based on general instructions.
- Ability to arrange and place records, reports, and files into a proper sequence.
- Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.

**Desirable Education and Experience:**

High school diploma and moderate experience as an office assistant, secretary, or related position; or an equivalent combination of education and experience.

**Special Requirement:**

Must possess a valid North Carolina driver's license upon hire.

Must possess appointment as a Notary Public in North Carolina within six months of hire.

May be required to obtain specific certifications, and attend courses, seminars and/or trainings depending upon the department assigned to.

**Work Location:** Franklin County Detention Center- Louisburg, NC

**Hiring Salary Range:** \$32,350 - \$33,159

**Position Salary Range:** \$32,350 - \$50,142

**Closing Date:** Open Until Filled. Applications will be reviewed as received.

**Number of Positions:** 1

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.*

*The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.*

*Pre-Employment Drug Screen and Criminal Background Screening are required.*