

Sumter County Office of Human Resources



**Sumter County is Presently Seeking an
Administrative Assistant/ Quality Control Clerk II
for the Sheriff's Office – Detention Division
Starting Salary \$24,000-\$26,000**

Examples of Work Performed: Under general supervision, performs various clerical duties and quality control review at the Detention Center. Provides clerical support services to administrative staff, including but not limited to, data entry and retrieval; filing; preparation and distribution of various reports and correspondence; processing of expungement orders; and other related duties as required. General clerical duties include maintenance of files and records, answering telephone, responding to citizen inquiries, operating various office equipment, interaction with other agencies and general public as necessary to provide assistance regarding detention center procedures.

Required Knowledge, Skills & Abilities: Is knowledgeable in the methods, policies and procedures of the detention center pertaining to specific duties of the position. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Must possess the ability/skill to operate all required computer systems, software and applications. Has thorough knowledge of the organization of the department and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is skilled in applying accurate and responsible attention to detail. Has excellent clerical skills; is able to efficiently and accurately operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Is able to communicate effectively with a variety of public and private groups as required. Is able to complete assignments with accuracy and professionalism despite frequent interruptions and the stress of deadlines. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to react calmly and quickly in emergency situations.

Minimum Requirement: Requires a high school diploma (Associate's degree preferred) supplemented by two to four years of general clerical experience, preferably within the criminal justice system. Must be proficient with a variety of computer programs and applications and have strong verbal and mathematical skills and experience.

Qualified applicants should visit sumtersheriff.org/employment to:

Download an application packet

The completed application packet should be mailed to:

Sumter County Sheriff's Office, PO Box 430, Sumter, SC 29151

Opening Date: August 22, 2018

Closing Date: September 05, 2018

EEO/AA DRUGS DON'T WORK