



ALPENA COUNTY SHERIFF'S OFFICE

Sheriff Steven J. Kieliszewski · 320 Johnson Street · Alpena, Michigan 49707
Phone (989) 354-9830 · Fax (989) 354-9867 · www.alpenasheriff.com

Position Description: Receptionist / Data Entry

The receptionist is the first point of contact for the office at the Alpena County Sheriff's Office. This position performs clerical duties and tasks often complex in nature, which may require discretion due to the sensitive and confidential nature of information. Individual must present a positive attitude and professional conduct with staff, colleagues, and the public; treat everyone with respect and courtesy; and appreciate diverse audiences regardless of their age, abilities, disabilities, sexual orientation, and ethnic, religious, or economic background.

Essential Functions

- Data entry of sensitive information into multiple State systems.
- Notary Public License and ability to be bondable.
- Maintain files, supplies, office forms.
- Issue Pistol Sales/Purchase Permits.
- Coordinate fingerprints necessary for office operations.
- Check accuracy of warrants, court orders and recalls; coordinate with appropriate court.
- Collect funds for various departments and deposit into appropriate accounts.
- Meet, greet, and assist the public with inquiries, requests and complaints – disseminate information with referrals to proper authority.
- Answer incoming calls in a professional manner; transfer calls to appropriate staff; relay all messages with detailed information to the appropriate staff by written and emailed message.
- Maintain cleanliness of the office area; vacuum, wipe counters, etc.; routinely fill information racks with brochures.
- Compose/prepare correspondence.
- Receive, sort, screen, and distribute incoming and outgoing mail.
- Assist with office operations as needed and/or requested to fulfill the mission and purpose of the Alpena County Sheriff's Office.

Qualifications

- Highly proficient in software programs, such as Microsoft Office, and can easily learn new computer programs.
- Trustworthy and ability to maintain strict confidentiality standards.
- Positive, enthusiastic attitude, cheerful, good with people, dependable.
- Excellent written and verbal communication skills.
- Proficient typing skills, proficient with handling money and making sales transactions.
- High level of self-motivation, excellent attention to detail, able to follow through with tasks.
- Excellent organizational skills.

Please submit job application, resume, and cover letter to:

sheriff@alpenacounty.org

Attn: Sheriff Kieliszewski