



FRANKLIN COUNTY
CIVIL SERVICE COMMISSION JOB ANNOUNCEMENT

Sheriff's Support Specialist

Open Date: May 25, 2022	Location: Franklin County Sheriff's Office
Close Date: June 25, 2022	Type: Full-Time, Bargaining
Reports to: Civil Captain	FLSA Status: Non-Exempt
Salary and Benefits: Grade 13, Starts at \$19.77/hour; Full Benefits Package	

SUMMARY

The Sheriff's Support Specialist performs skilled clerical work in typing, filing and transcribing dictation and greeting the public in person and over the telephone. This position can support a variety of functions within various departments within the Franklin County Sheriff's Office.

ESSENTIAL FUNCTIONS OF THE JOB

- Independently completes regular reoccurring reports; compiles data from varied sources and makes summary reports as required; maintains accumulative records and follow up on reports requiring action on a periodic basis.
- Establishes, maintains and updates detailed files, records, and logs on computerized and manual record keeping systems; verifies data, then enters and edits reports or information; searches files and records for readily identifiable information as directed or based on Franklin County Sheriff's Office policy and legal requirements.
- Generates and distributes forms, correspondence, reports, contracts, memoranda, legal documents, statistics and schedules from hand written drafts or notes on verbal instructions by using standard office equipment.
- Greets and assists the public, staff and other agencies by phone or in person by providing detailed information as authorized from sources such as published manuals, directories and procedures, calendars of events and staff schedules; refers inquires/visitors to the appropriate department or individual when necessary.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- 21 Years of Age
- High school diploma, or G.E.D.
- Meet all Civil Service requirements.
- Pass all Franklin County Sheriff's Office background requirements, including but not limited to a comprehensive background investigation and polygraph examination.

FRANKLIN COUNTY JOB POSTING
Sheriff's Support Specialist

CIVIL SERVICE PERSONAL HISTORY STATEMENT, AND TESTING INFORMATION CAN BE OBTAINED BY CONTACTING THE HUMAN RESOURCES DEPARTMENT AT:

509-546-5813

1016 N. 4TH AVENUE

PASCO, WA 99301

hr@franklincountywa.gov

OR

VISITING THE FRANKLIN COUNTY CIVIL SERVICE WEBPAGE AT:

<http://co.franklin.wa.us/humanresources/civilservice-applicant.php>

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process, an alternate format of applications materials, or to obtain a complete copy of the job description contact the Human Resources Department at 509-546-5813.