

The **Rich County Sheriff's Office** is hiring an Executive Secretary

Qualifications for the job are as follows:

1. Must have excellent communication skills.
2. Must be able to pass a background check.
3. Must be proficient in Microsoft Word, and Excel
4. This position is considered safety sensitive; therefore, it is subject to random drug testing.

The Executive Secretary Acts as the Sheriff's receptionist, screening telephone calls to determine the nature of business or inquiry, taking messages or referring matters to other staff as appropriate; responds to complaints; answers inquiries on a variety of subjects, acts as staff support to the officers; acts as liaison between the officers and attorneys; maintains records and other confidential administrative files; responds to background checks; composes memos and letters; types correspondence and prepares a variety of reports.

Applications can be requested by calling (435) 793-2285 or on the Rich County Web Page. Completed applications need to be returned to the Rich County Sheriff's Office P.O. Box 38, Randolph, UT 84064.