



BINGHAM COUNTY

Is Recruiting for the Position of

SECRETARY - JAIL

June 5th 2025

Salary: Starts at \$16.83 - Hiring Step DOQ/DOE

Fulltime: County Benefits Included

Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing date: June 30th 2025 at 4:00 PM

(Completed application must be received by Human Resources Office by 4:00 PM on June 30th 2025)

Pay Grade: N12

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to perform secretarial and administrative duties. The position serves as an Accounting Specialist to process invoices and payments for the Jail, maintain fund accounting, assist with the Work Release Program, and assist other staff in the Sheriff's Office as needed. The work is performed under the supervision of the Administrative Office Manager and the Sheriff and his Designee; some latitude is granted for the exercise of independent judgment and initiative, but the work is subject to stringent state and county legal guidelines. The principal duties of this class are performed in an office environment and occasionally within a secure portion of a jail environment. There is a potential for personal danger and/or health hazards while working face to face with disgruntled family or friends of inmates housed at our facility. There is exposure to convicted Sex Offenders performing their annual registration while doing fingerprints and palm prints. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Processes accounts receivable and accounts payable for the County Jail; charges state, federal and other county facilities housing when handling inmates for those agencies;
- Maintains logs, records, reports, and required documentation;
- Maintains fund accounting for the Inmate Fund Bank Account and Jail Account;
- Maintains commissary computer program, including accepting and distributing monies, maintaining inventory and coordinating with an outside vendor;
- Facilitates attorney visits and tracks the occupancy and availability of the designated attorney visit rooms.

- Sets up and maintains computerized and hard-copy files; closes out and archives case files;
- Uses various software applications and/or maintains a database of information;
- Enters data into County and Agency systems and applications;
- Provides customer service by answering telephones, providing information, answering inquiries, and referring people to the appropriate individual or division;
- Uses various software applications and/or maintains a database of information;
- Enters data into County and Agency systems and applications;
- Maintains strict confidentiality;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Fingerprints the public seeking background checks, pre-employment background checks, ATF inquiries, and Sex Offender annual registries.

Other Duties and Responsibilities

- Assists as needed with Detention Deputy administrative duties in a controlled jail environment;
- Processes new inmates into the facility, including fingerprinting, photography, processing documents, data entry, housing assignment, and other related booking duties;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Assists other staff with assignments and duties as necessary;
- Performs other related duties as required by a Supervisor, the Sheriff, or his Designee.

Competency Requirements

Knowledge of:

- Principles and procedures of financial record keeping and reporting;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Record keeping and filing practices and procedures;
- County procedures including booking, handling and release of inmates;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment as well as 1st Amendment provisions in a public building.;
- County and Department policies, procedures, and practices. Standard office equipment, personal computers, and job-related software;
- Specialized equipment used in booking, including but not limited to, fingerprinting and photography equipment, two-way radios, and other related equipment;
- First Aid and CPR.

Ability to:

- Follow written and oral instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Maintain, interpret, and produce records, logs, documentation, and reports;

- Deal verbally and/or physically with uncooperative, distraught, and hostile inmates in a controlled environment, or the family and friends thereof in an office environment;
- Recognize and respond appropriately to unusual medical, physical, or mental conditions of the public in an office environment;
- Work independently as well as in teams.
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Analyze financial data, reconcile accounts, and prepare reports;
- Maintain confidentiality of information processed or prepared;
- Perform duties and responsibilities independently;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work well under pressure;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, and the public.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- One (1) year of secretarial/administrative experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review and prepare a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer, and operate a motor vehicle;
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds frequently and up to 50 pounds occasionally. The employee is regularly required to stand; walk; sit; bend; stoop; kneel; crouch; and stretch. The employee is frequently required to use hands to operate office equipment; to handle or feel; to reach with hands and arms; and to climb stairs.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov, then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

Valid Idaho Driver's License
Resume