

Part Time Sheriff's Office Secretary

MUST possess the following skills:

- ◆ Excellent keyboarding ability
- ◆ Data Entry
- ◆ Word Processing with a speed of at least 60 WPM w/excellent grammar skills
- ◆ Self Starter
- ◆ Excellent people skills is a must
- ◆ Work well under pressure, deal with interruptions, handle multiple projects

Knowledge of:

- ◆ Microsoft Word
- ◆ Excel
- ◆ Outlook

Resumes will be accepted by e-mail only to kgraham@wcohsio.org

Must be able to pass personal as well as criminal background check, polygraph or voice stress analysis test, drug screen and physical.

Wayne County is an Equal Opportunity Employer.