

WISE COUNTY SHERIFF'S OFFICE

5605 Patriot Drive
Post Office Box 916
Wise, Virginia 24293



Phone: 276-328-3566
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E. GRANT KILGORE, SHERIFF
Wise County & City of Norton
In God We Trust

Position: Part-Time Records Clerk (29 Hours Per Week)

Department: Wise County Sheriff's Office
Report To: Office Manager

This is a primarily clerical/ data entry having some reception responsibilities. We are in search of a good team member, who can work independently, yet also work well in a team environment while building strong working relationships with co-workers, outside agencies, and the public. This position does not have administrative responsibilities. This position involves minimal physical strain and the work site is primarily indoors in an office environment.

Duties and Responsibilities:

- Assist with entering sensitive data for reporting
- Take phone calls and messages for the agency
- Assist citizens coming into the office
- Assist Deputies with reporting
- Filing Records and management

Necessary Skills and Abilities:

Keyboarding skills, computer operations, filing and records organization and management.

Minimum Qualifications:

- High school diploma or GED equivalent
- Must possess a valid Virginia operator's license
- Must have an acceptable criminal records check (background check)
- Must have a favorable credit history



