

United States Jobs Expertini®

Secretary (Captain's Secretary)

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Company: Justice, Bureau of Prisons/Federal Prison System

Location: Thomson

Category: other-general

Summary

Corrections professionals who foster a humane and secure environment and ensure public safety by preparing individuals for successful reentry into our communities.

Our highly-skilled, diverse, and innovative workforce creates a strong foundation of safety and security. Through the principles of humanity and normalcy, we develop good neighbors.

Duties

Serves as a personal administrative assistant to the Captain and provides clerical services for the Lieutenants.

Receives all incoming telephone calls directed to the Correctional Services Department.

Handles routine inquiries from both staff and inmates, providing technical assistance and answering questions regarding the general nature of correctional services.

Establishes and maintains files for reports and statistical data, as well as other administrative material.

Composes routine correspondence for signature of the Captain and Lieutenants.

Along with all other correctional institution employees, incumbent is charged with

responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

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