

United States Jobs Expertini®

Secretary

[Apply Now](#)

Company: Justice, Bureau of Prisons/Federal Prison System

Location: Jonesville

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

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

Screens telephone calls or personal contact with staff/inmates, utilizing own judgment in directing the caller to the most qualified staff member.

Maintains Bureau of Prisons Program Statements, Operations Memoranda, administrative and regulatory requirements, correspondence files and records in the operation of the office.

Responsible for the preparation of draft and/or final form of material such as, memoranda, letters, reports, requests, etc., as assigned.

Performs a variety of administrative support duties, such as taking and transcribing meeting minutes, copying and filing and appropriate disposal of sensitive documents.

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 is performed on a regular and recurring basis.

[Apply Now](#)

Cross References and Citations:

1. [Secretary Findfreelancerjobs Jobs Jonesville Findfreelancerjobs ↗](#)
2. [Secretary Newsjobs Jobs Jonesville Newsjobs ↗](#)
3. [Secretary Sciencejobsnearme Jobs Jonesville Sciencejobsnearme ↗](#)
4. [Secretary Referralrecruits Jobs Jonesville Referralrecruits ↗](#)
5. [Secretary Searcheruropeanjobs Jobs Jonesville Searcheruropeanjobs ↗](#)
6. [Secretary Russiajobs Jobs Jonesville Russiajobs ↗](#)
7. [Secretary ThailandjobsJobs Jonesville Thailandjobs↗](#)
8. [Secretary Topfishjobs Jobs Jonesville Topfishjobs ↗](#)
9. [Secretary RiskmanagementjobsJobs Jonesville Riskmanagementjobs↗](#)
10. [SecretaryWarsawjobs Jobs Jonesville Warsawjobs ↗](#)
11. [SecretaryPhysicianjobsnearmeJobs Jonesville Physicianjobsnearme↗](#)
12. [SecretaryGeneticsjobsJobs Jonesville Geneticsjobs↗](#)
13. [SecretaryFinlandjobs Jobs Jonesville Finlandjobs ↗](#)
14. [SecretaryExpertiniJobs Jonesville Expertini↗](#)
15. [SecretaryHealthybird Jobs Jonesville Healthybird ↗](#)
16. [SecretaryAfricajobscentralJobs Jonesville Africajobscentral↗](#)
17. [SecretaryCardiologistjobs Jobs Jonesville Cardiologistjobs ↗](#)
18. [SecretaryGovcareer Jobs Jonesville Govcareer ↗](#)
19. [Secretary Jobs Jonesville ↗](#)
20. [AMP Version of Secretary ↗](#)
21. [Secretary Jonesville Jobs ↗](#)

22. **Secretary JobsJonesville** ↗

23. **Secretary Job Search** ↗

24. **Secretary Search** ↗

25. **Secretary Find Jobs** ↗

Source:<https://us.expertini.com/jobs/job/secretary-jonesville-justice-bureau-of-p-174967bcc7/>

Generated on: 2024-04-28 by Expertini.Com