

United States Jobs Expertini®

Secretary (Unit Secretary)

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Company: Justice, Bureau of Prisons/Federal Prison System

Location: Edgefield

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.

Receives visitors to the office, determines the nature of the requests and directs them to the appropriate staff or personally provides the information desired when routine or procedural matters of the office are involved.

Reviews correspondence prepared for the supervisor and other staff.

Assists the Unit Manager and staff members in the procedural aspects of expediting the work of this office.

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.

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