



Greene County Position Description



Position Title: Secretary I – Data Entry	Department: Prosecuting Attorney
Reports to: Office Manager	Grade: 8
Date Reviewed: June 2026	FLSA: Non-Exempt

Purpose of Position

The purpose of this position is to enter criminal case data to computer databases under the direction of the Greene County Prosecutor and supervision of the office manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Be a team player who works positively and collaboratively with prosecutors and staff to achieve the vision, mission and goals of the Greene County Prosecutor's Office.

Understand, embrace and embody the Greene County Prosecuting Attorney: Vision, Mission and Goals, Organizational Beliefs and Culture of Accountability.

Enter and scan all incoming law enforcement charge referrals and OCN cards into case management system; assign to reviewing attorney or paralegal.

Review incoming law enforcement reports for minimum information required for referrals and when necessary, return insufficient referrals and monitor for response.

Obtain NCIC criminal history through MULES system and DOR records as requested by attorneys.

Return telephone calls, e-mails, and correspondence in a timely manner (in most cases within one business day).

Accurately document all case activity with appropriate docket entry in case management system.

Update case status in case management system to reflect final disposition of case.

Cover office reception desk in absence of receptionist; answer, screen, route incoming phone calls; greet and assist visitors to the office; receive and process all incoming mail.

Arrive at work punctually and without unexcused absences.

Follow the directives and policies of the Greene County Prosecutor

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assist other staff when needed.

Assist in the training of other staff.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, vocational/technical training in computer keyboarding or related field, three years data entry experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities with proficiency in word processing (Word) and office automation applications with a desired typing speed of 50 WPM and MULES certification.

Physical and Mental Abilities Required to Perform Essential Job Functions**Language Ability and Interpersonal Communication**

Advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations;

Communicate orally and in writing with staff, attorneys, law enforcement, court personnel, and the general public

Analyze and categorize data and information;

Utilize variety of descriptive data and information, such as regulations, law enforcement reports, fingerprint cards, traffic citations, court docket, charge code manual and computer software operating guide

Mathematical Ability

Perform basic math skills.

Interpret basic statistical reports.

Judgment and Situational Reasoning Ability

Use logic, common sense, and sensible reasoning in performing job duties and addressing situations.

Physical Requirements

Operate a variety of office equipment including computer, scanner, telephone, fax machine, calculator/adding machine, and photocopier.

Coordinate eyes, hands, feet, and limbs in performing slightly skilled movement such as computer keyboard use.

Ability to exert light physical effort in sedentary to light work, typically involving picking up, lifting, carrying, pushing, and pulling up to 50 pounds.

Environmental Adaptability

Work under generally safe and comfortable conditions where exposure to repetitive computer keyboard use may cause discomfort and poses little risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Last Reviewed: 06/12/2026

Comments/Sections Updated: Reviewed and approved by management