



BENTON COUNTY SHERIFF'S OFFICE

Serving Benton County Since 1846

113 E. 3rd Street Vinton, Iowa 52349-1756

Office (319) 472-2337 Fax (319) 472-4770 sheriff@bentonsheriff.com

NOW HIRING

Position: Office Secretary

Department: Benton County Sheriff's Office – Civil Division

Location: 113 E 3rd Street, Vinton, IA 52349

Reports to: Office Administrator, Chief Deputy, Sheriff

Salary Range: \$54,000 - \$58,000 annually

Job Type: Full-Time, Salary, Exempt, Non-Union

Posting Date: January 20th, 2026

Close Date: February 6th, 2026

Interview Date: TBD

The Benton County Sheriff's Office is seeking a full-time Office Secretary to support civil operations and manage inmate-related billing and collections. This position reports directly to the Civil Division Office Administrator.

Position Overview

The Office Secretary manages billing, receipt, tracking, and reconciliation of inmate-related financial obligations, including jail fees and medical billing. The role ensures collection activities are accurate, lawful, and compliant with Iowa law and Sheriff's Office policies. This position works closely with jail staff, County Finance, medical providers, and other external affiliates.

Key Responsibilities

- Process civil papers (writs, subpoenas, evictions, garnishments, levies, court orders).
- Maintain accurate records and prepare correspondence, affidavits, returns of service, and billing documentation.
- Serve as a primary point of contact for attorneys, courts, agencies, and the public.
- Prepare, issue, and track inmate billing statements and payments.
- Coordinate billing and account information with jail staff, medical providers, and County Finance.
- Assist with account reconciliations and monitor unpaid accounts.
- Maintain confidentiality and ensure compliance with Iowa Code, court rules, and office policies.

Minimum Qualifications

- High school diploma or GED.
- Experience managing financial transactions and confidential information.
- Ability to obtain and maintain Iowa/NCIC certification and Notary Public status within six months.

- Valid driver's license.

Preferred Qualifications

- Experience in law enforcement administration, jail administration, civil process, legal office work, billing, collections, or medical billing.
- Experience in a Sheriff's Office, jail, corrections, collections, or legal environment.
- Knowledge of jail fee billing, inmate account management, or medical billing.
- Familiarity with Iowa Code for jail fees, inmate reimbursement, and collections.
- Experience with county finance systems or governmental accounting practices.

Salary and Benefits

- Salary: \$54,000 - 58,000 annually.
- 40 hours per week, no overtime, paid holidays off.
- IPERS retirement with employee contribution and employer contribution.
- Paid sick and vacation time.
- Health Insurance, Dental insurance, Vision Insurance, Accident and Critical Illness Insurance, Flex Spending Accounts, Wellness program, EAP.

Work Environment

- Office-based within a law enforcement environment.
- Occasional lifting up to ten pounds.

Additional Information

This position is exempt, non-union, and serves at the discretion of the Sheriff's Office, subject to applicable laws, policies, and procedures.

Application Process:

Interested candidates are encouraged to submit a completed application form, a detailed resume, and a cover letter outlining their qualifications and experience to the Benton County Sheriff's Office at 113 E 3rd St, Vinton, IA 52349, or email s.ries@bentonsheriff.com. The application period will remain open until February 6th, 2026. Applicants must submit a complete and factual application. Incomplete, falsified, or misleading applications will not be considered. Applicants must successfully complete and pass a comprehensive background investigation prior to receiving an official offer of employment.

Equal Opportunity Employer: The Benton County Sheriff's Office is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating an inclusive and diverse work environment.