

COUNTY OF BREMER

Office of the Sheriff

Robert M. Whitney, Chief Deputy rwhitney@co.bremer.ia.us



Dan L. Pickett

Sheriff

dpickett@co.bremer.ia.us

MINIMUM REQUIREMENTS FOR SECRETARY/RECORDS CLERK

Minimum requirements include: high school graduate or GED, ability to type 50 wpm and multi-task. Computer skills necessary, with knowledge of Microsoft Office programs beneficial. Duties include but not limited to: typing & filing reports, auditing fingerprint submissions, transcribing and working with civil process filing, working with public and professional requests for service.