

# Isabella County Sheriff's Department



## Administrative Assistant Jenifer Wilson



Administrative Assistant Jenifer Wilson provides administrative support to the Sheriff, Undersheriff and Jail Administrator. She maintains the financial records for the department including inmate housing, inmate medical, payroll, accounts receivable and accounts payable. She is also the program coordinator for contractual and grant programs such as

inmate health insurance, secondary road patrol, marine patrol and budgeting.

Jenifer also provides technology support for jail booking software and records management software, as well as scheduling for road patrol, sergeants, detectives, special assignment employees and special programs such as boater safety.