

MARSHALL COUNTY, ALABAMA

Job Description

SUPPORT CLERK, SHERIFF'S OFFICE

Department: Sheriff's Department

Job Code: 155

Pay Grade: 104

FLSA Status: Non-Exempt

Reports To: Chief Clerk, Sheriff's Office

JOB SUMMARY

The Sheriff's Office Support Clerk serves as receptionist for Sheriff's Department and Jail. Greets visitors, ascertains nature of business, provides information, and directs to proper person. Answers incoming calls, transfers, and routes, as needed. Provides applications for pistol permits and issues in accordance with established procedures. Receives money for permits and inmates, prepares required records and reports, and assists with correspondence, as needed. Processes civil documents in accordance with legal requirements and establishes and maintains related records. Collects money from executions, receives pistol permit fund and other money, and prepares deposits and related records. Prepares reports as assigned and maintains evidence, files, and records in accordance with established procedures. Serves as the departmental mail clerk.

ESSENTIAL JOB FUNCTIONS

- Greets individuals entering the jail or Sheriff's department, ascertains nature of business, provides information, or directs to appropriate person.
- Answers incoming telephone calls and routes appropriately.
- Responds to inquiries from visitors and individuals who call.
- Pulls records for the public, makes copies, and provides information on arrests to newspaper.
- Performs a variety of clerical duties that include handling money, word processing, copying, and filing.
- Provides individuals with applications for pistol permits.
- Receives completed pistol permit forms and routes for background investigation, including checking against domestic violence records to assure no record of domestic violence against the applicant.
- Receives approved/disapproved pistol permits.
- Enters required data, issues pistol permits, and collects fee for permit.
- Sends information regarding pistol permit sales to state and local governments in accordance with established procedures.
- Assists jail personnel with releasing inmate money and property, as needed.
- Assists with general correspondence, mailing, and making copies.
- Picks up incoming departmental mail and distributes to appropriate individuals and takes outgoing mail to designated location.
- Enters incident/offense and arrest reports into computer in accordance with established procedures and files in accordance with established procedures.
- Performs background checks in response to requests from employers, military, apartment managers, etc.
- Picks up tags for undercover vehicles.
- Counts and balances money received and forwards to designated individual for deposit.
- Receives money associated with pistol permits.
- Prepares receipts in accordance with established procedures.
- Posts payments received, balance funds, and prepare deposits.
- Compiles, in accordance with established procedures, report of inmates.
- Processes civil documents and maintains associated records.
- Prepares and mails correspondence regarding evictions and executions.

- Maintains youthful offender records and files.
- Releases documents for service by deputies.
- Records action taken by deputies by entering data into computer files.
- Maintains electronic and paper files to document civil process.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and six (6) months of experience in clerical work involving dealing with the public and using a computer, or an equivalent combination of education and experience. Experience working in a law enforcement environment preferred.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the modern office practices, procedures, and equipment, including computers.
- Knowledge of Sheriff's Department policies and procedures.
- Knowledge of business English.
- Knowledge of basic mathematics sufficient to balance receipts and perform related calculations.
- Knowledge of bookkeeping practices and procedures.
- Knowledge of state laws pertaining to civil process function.
- Skill in communicating orally with supervisors, fellow employees, inmates, and their families.
- Ability to interact efficiently with the office of the courts and provide information in a professional manner.
- Ability to use a computer to establish electronic files and records.
- Ability to maintain confidential information and documents.
- Ability to orally communicate clearly and effectively.
- Ability to understand oral instructions and directions.
- Ability to complete routine reports and forms.
- Ability to interact with the public and provide information in a polite and efficient manner, both in person and on the telephone.
- Ability to operate basic office equipment including a multi-line telephone system, computers, fax machines, copiers, etc.
- Ability to work independently, without close supervision.
- Ability to enter data in a computer in order to generate permits, letters, and other documents.
- Ability to balance collections.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, kneeling, lifting, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.