

CALHOUN COUNTY
SHERIFF'S DEPARTMENT
EMPLOYMENT CLASSIFICATION

TITLE: Civil Clerk

FLSA: Non-exempt

GENERAL DESCRIPTION

Under general supervision, assists in the civil operations of the Calhoun County Sheriff's Office.

REPORTS TO:

1) Sheriff

SUPERVISES:

None

ESSENTIAL FUNCTIONS

1. Helps in the processing of all civil papers by docketing them, preparing them for service by the Deputies, send out bills for the service, receipt all money and return papers to the proper person.
2. Help transport female prisoners and mental patients.
3. Help keep an accurate record of all receipts and disbursements, receipt all money received by the Sheriff's office, file claims for all bills, keep budget records for the entire office, make quarterly reports to the Board of Supervisors.
4. Type office correspondence, complaints, reports, and memos for the Sheriff and Deputies.
5. Answer telephone when the dispatcher on duty is busy and will greet people coming into the office.
6. Aide in the collection of "bad checks".
7. Issue concealed weapon permits and permits to purchase as signed by the Sheriff. She/He will record and disburse the money taken in from such permits and make reports to the Department of Safety.
8. Will help compile all criminal activity in the county for the county and city police reports and file them with the Department of Public Safety.
9. Will help keep a file on every arrest. Type and mail fingerprint cards to the FBI and DCI. Add judgment entries and dispositions to the files.
10. Attendance and punctuality, according to established hours of work determined by the Dept. Head / Supervisor, are essential functions of this position.

NOTE: The above duties are listed as those being typical of those assigned in this job and should not be construed as limiting the employer's prerogative to assign other duties not listed.

KNOWLEDGE, ABILITIES, SKILLS, AND PERSONAL CHARACTERISTICS

1. Knowledge of methods and procedures for maintaining civil papers.
2. Knowledge of basic mathematics (addition, subtraction, multiplication, and division) with whole numbers and decimals.
3. The ability to enter data into a computer terminal with accuracy.
4. The ability to communicate tactfully and effectively with clients and with the general public.
5. The ability to operate a variety of office machines, including, but not limited to a typewriter, calculator, fax machine, and copier.
6. Attitudes - maintain a positive working condition.
7. Knowledge of human relations and office protocol as related to receiving office visitors, clients, and the general public.
8. Knowledge of English grammar, vocabulary, and spelling as related to typing correspondence and handling written and oral communications.
9. Ability to file written materials using alphabetical and numerical filing systems.
10. Ability to handle confidential information with discretion.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

Graduation from high school (or GED equivalency).

WORKING CONDITIONS

General indoor office environment, regular contact with the general public.

JOB TITLE: Civil Clerk

PHYSICAL DEMANDS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit				X
Stand		X		
Walk		X		
Bend/Stoop		X		
Squat		X		
Crawl		X		
Climb		X		
Reach Above Shoulder Level		X		
Kneel		X		
Balance		X		
Lift, Carry, Push, Pull				
Maximum 10 Lbs.		X		
Maximum 20 Lbs.		X		
Maximum 50 Lbs.		X		
Maximum Over 50 Lbs.	X			
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

Environmental Conditions	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside	X			
Exposed to Temperatures of				
32°F and less	X			
100°F and more	X			
Wet & Humid Conditions	X			
Noise, Vibration	X			
Fumes, Dust	X			
Second Hand Smoke	X			

Hazards, Exposure	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes	X			
Toxic Chemicals	X			
Needles/Body Fluids	X			
Radiation	X			
Chemotherapeutics	X			
Animals/Pets	X			

Rarely = 0% to 15% of the time
 Occasionally = 16% to 33% of the time

Frequently = 34% to 66% of the time
 Continually = 67% to 100% of the time

NOTE: This position description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related duties assigned by their Supervisor.

Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our position description.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB AND I UNDERSTAND MY EMPLOYEE STATUS OF _____ WHICH IS DEFINED IN THE EMPLOYEE HANDBOOK.

_____ Employee Signature and Date _____

_____ Supervisor Signature and Date _____

ADOPTED BY: _____

DATE: _____