

Champaign County Job Description

Job Title: Clerk

Department: Sheriff

Reports To: Supervisor FLSA

Status: Non-exempt

Employment Status: Bargaining Unit -AFSCME General Unit

Prepared Date: March, 2021

SUMMARY Performs a wide variety of responsible clerical duties associated with processing and maintaining official law enforcement and jail records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Interacts with the public by telephone and in person.

Receives and processes a variety of criminal and civil documents and reports, enters data into multiple computer systems, files documents, posts changes to permanent records.

Maintains financial records.

Takes in money from the public and issues receipts.

Processes court documents for service and prepares documents for filing with the court.

May type correspondence, bills for services, documents, abstracts, forms, etc.

Performs other clerical duties as assigned.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); with one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

Preference will be given to candidates who have obtained either an Associate's Degree or Bachelor's Degree in business administration, communication or liberal arts. Having a degree in any discipline is a valuable qualification for all candidates.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public in a clear, precise manner. Requires considerable skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to think critically and apply past knowledge of similar situations to the current situation at hand.

CERTIFICATES, LICENSES, REGISTRATIONS, TRAINING as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate. Must be able to work professionally with a small, close acquainted group of people in a shared office environment.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.