

**JOB DESCRIPTION  
MARSHALL COUNTY, ALABAMA**

**SUPPORT CLERK - SHERIFF**

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**JOB GRADE: 8**

**JOB CODE: 155**

Department: Sheriff  
Reports To: Chief Clerk - Sheriff  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 237.367-038, 219.362-010

**JOB DESCRIPTION**

Serves as receptionist for Sheriff's Department and Jail. Greets visitors, ascertains nature of business, provides information and conducts to proper person. Answers incoming calls, transfers and routes them as needed. Provides applications for pistol permits and issues them 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. (NOTE: Several clerks perform duties as assigned.)

**ESSENTIAL JOB FUNCTIONS**

- A. Greet visitors to the jail and Sheriff's Department, answer incoming telephone calls, and provide information and assistance:
1. Greet individuals entering the jail or Sheriff's department, ascertain nature of business, provide information or conduct to appropriate person.
  2. Answer incoming telephone calls and route appropriately.
  3. Respond to inquiries from visitors and individuals who call.
  4. Pull records for the public, make copies, and provide information on arrests to newspaper.
- B. Perform a variety of clerical duties that include handling money, word processing, copying, and filing:
1. Provide individuals with applications for pistol permits.
  2. Receive completed pistol permit forms and route for background investigation, including checking against domestic violence records to assure that there is no record of domestic violence against the applicant.
  3. Receive approved/disapproved pistol permits.
  4. Enter required data, issue pistol permits, and collect fee for permit.
  5. Send information regarding pistol permit sales to state and local governments in accordance with established procedures.
  6. Assist jail personnel with releasing inmate money and property, as needed.
  7. Assist with general correspondence, mailing, and making copies.
  8. Pick-up incoming departmental mail and distribute to appropriate individuals, and take out-going mail to designated location.
  9. Enter incident/offense and arrest reports into computer in accordance with established procedures, and file in accordance with established procedures.
  10. Compare lists of state inmates with daily log in order to identify inconsistencies.
  11. Maintain evidence room in accordance with established procedures.
  12. Perform background checks in response to requests from employers, military, apartment managers, etc.

**ESSENTIAL JOB FUNCTIONS (Continued)**

13. Pick-up tags for undercover vehicles.
  14. Process transport by verifying presence of prisoner, assuring that paperwork is complete, call contractor to arrange for transport, and process associated paperwork.
- C. Receive, receipt, deposit various funds, and make purchases:
1. Count and balance money received and forward to designated individual for deposit.
  2. Receive money associated with pistol permits, executions, and other collections.
  3. Prepare receipts in accordance with established procedures.
  4. Post payments received, balance funds, and prepare deposits.
  5. Receive inmate funds from family or other sources and maintain required records.
  6. Compile, in accordance with established procedures, report of inmates.
  7. Make purchases for department in accordance with established procedures, i.e. obtain purchase orders, order supplies, verify orders, send invoices for payment, etc.
  8. Process inmate food bills and payments from state and other jurisdictions.
- D. Process civil documents and maintain associated records:
1. Enter data into proper file in order to establish receipt of court and civil documents, such as executions, subpoenas, evictions, etc.
  2. Prepare and mail correspondence regarding evictions and executions.
  3. Release documents for service by deputies.
  4. Record action taken by deputies by entering data into computer files.
  5. Mail documents back to other cities and counties, following service, in order to receive payment.
  6. Maintain electronic and paper files to document civil process.
  7. File detainers in other jurisdictions.

**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.
- 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.
- Skill in communicating orally with supervisors, fellow employees, inmates, and their families.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- 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.
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- Ability to enter data in a computer in order to generate permits, letters, and other documents.
- Ability to balance collections.
- Skill in communicating orally with supervisors, fellow employees, inmates, and their families.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or G. E. D. certificate plus a minimum of six (6) months of clerical experience that includes dealing with the public and using a computer, or an equivalent combination of education and experience.
- Experience working in a law enforcement environment preferred.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**