

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**SHERIFF COURT CLERK**

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**JOB GRADE: 10**

**JOB CODE: 166**

Department: Sheriff Department  
Reports To: Chief Clerk - Sheriff  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 243.362-010

**JOB DESCRIPTION**

Performs a variety of high-level clerical tasks related to the operation of the Sheriff's Office. Work is related to registration and monitoring of sex offenders, their records and evidence for criminal case investigations. Creates and maintains records for all convicted sex offenders in Marshall County, handling and recording all offender fees as required by law, submission of DNA samples, communication with the public in regard to registered sex offenders. Collects, logs in, and maintains all evidence taken on criminal cases. Testifies in court on matters regarding the sex offender registration and evidence collected.

**ESSENTIAL JOB FUNCTIONS**

- A. Responsible for registering and maintaining up-to-date files and records for all sex offenders in Marshall County:
  - 1. Register all convicted sex offenders in Marshall County.
  - 2. Maintain up to date files and records for ABI on convicted and reporting sex offenders.
  - 3. Ensure SORNA compliance for all registered offenders, including monthly compliance of all offenders, DL compliance, update photos, vehicle information, address checks, etc.
  - 4. Maintain Offender Watch database, and develop and maintain the database with up to date current sex offender data in accordance with the Criminal Code of Alabama.
  - 5. Ensure ongoing SORNA compliance on all offenders' home addresses and work addresses.
  - 6. Research and collect appropriate court documentation for registering out of state, out of country, and military convicted registrants.
  - 7. Research and maintain appropriate court documentation and records on all juvenile and youthful offender registrants separate from all adult offenders as required by SORNA regulations.
  
- B. Performs tasks related to receiving, recording, and disbursing all offender fees required by SORNA law:
  - 1. Ensure proper receipting and disbursement of all offender fees required by SORNA law.
  - 2. Maintain all records related to these fees.
  
- C. Submits DNA samples on all registering sex offenders to the Alabama Department of Public Safety.
  
- D. Responds to requests for information in regard to registered sex offenders:
  - 1. Respond to written and verbal requests from the public in regards to registered sex offenders.
  - 2. Assist police departments, other sheriff's offices, parole and probation, and juvenile probation in ensuring with compliance and questions regarding all countywide offenders.

**ESSENTIAL JOB FUNCTIONS (Continued)**

- E. Educates the registering sex offender as to the registration laws and SORNA violations that apply:
1. Ensure the offender reads and signs acknowledgment of sex offender registration laws.
  2. Ensure the offender reads and signs acknowledgment of SORNA violations that apply.
- F. Responsible for maintaining all evidence taken on all criminal cases:
1. Log in all evidence, maintain chain of custody, and manage all criminal evidence for court proceedings.
  2. Maintain complete and accurate evidence logs and records for State of Alabama Public Examiners review and audits.
- G. Testifies in District and Circuit Court on matters regarding the sex offender registration and evidence collected.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of basic filing systems, coding methods and techniques of appropriate record keeping.
- Knowledge of state and federal laws pertaining to sex offender registration and notification.
- Knowledge of law enforcement, criminal justice and court terminology.
- Knowledge of court proceedings.
- Skill in various computer program operations, manipulations and queries.
- Skill in written and verbal communication.
- Ability to interpret, append and explain sex offender registration policies and procedures, applicable laws and regulations to offenders and citizens.
- Ability to establish and maintain an effective working relationship with employees, supervisors, law enforcement officers and others.
- Ability to operate a personal computer at an acceptable level of proficiency as required for the position.
- Ability to pay appropriate attention to details.
- Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to testify in court.
- Ability to analyze situations accurately and adopt an effective course of action.

**MINIMUM QUALIFICATIONS**

- Graduation from a standard senior high school or G.E.D. certificate.
- Two (2) years of experience in the area of law enforcement and/or criminal justice, or an equivalent combination of education and experience.

**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.**