

MARSHALL COUNTY, ALABAMA

Job Description

CHIEF CLERK, SHERIFF'S OFFICE

Department: Sheriff's Department

Job Code: 986

Pay Grade: 110

FLSA Status: Exempt

Reports To: Assistant Chief Deputy

JOB SUMMARY

The Chief Clerk, Sheriff's Office supervises administrative support services for the Sheriff's Department, either directly or through subordinate personnel. Prepares and administers departmental budgets and maintains fiscal records of the department. Oversees commissary operation and records. Recommends policies and procedures to assure conformity with legal requirements and efficient operations.

ESSENTIAL JOB FUNCTIONS

- Performs administrative support services for the Sheriff's Department, enforcement division and corrections division.
- Proposes new and revises existing departmental policies and guidelines in order to promote efficient operations.
- Maintains departmental inventory of equipment by adding and deleting, as needed.
- Prepares court ordered executions and court ordered attachments for service.
- Makes appointments and schedules deputies for evictions and unlawful detainer.
- Coordinates transports for commitment and petition hearings, Department of Correction's transports, out of County and out of state transports ordered by judge, etc.
- Coordinates seizures of real and personal property in accordance with court orders.
- Reconciles bank statements and prepares spreadsheets monthly for office accounts.
- Prepares cashbooks and maintains detailed records of funds distributed.
- Coordinates civil process service for out of state agencies and attorneys.
- Oversees departmental payroll and maintains related records.
- Relieves the Sheriff of routine administrative duties.
- Composes and prepares letters and memos for the Sheriff, Chief Deputy, and Corrections Administrator, as needed.
- Assists the Sheriff by preparing certificates and honorary deputy cards, as needed.
- Monitors grants received and prepares required reports.
- Prepares, in accordance with established procedures, departmental paperwork required by the County Commission, Personnel Board, or other entities.
- Conducts research and confers with attorneys, the Sheriff, and others on legal matters and litigation.
- Coordinates special projects, as needed.
- Supervises the administrative support staff.
- Assigns job duties to staff in order to achieve efficient operation of the department.
- Establishes procedures and deadlines, and monitors work of administrative staff in order to assure that work is completed in a timely and efficient manner.
- Conducts pre-employment interviews and makes hiring recommendations to fill positions under direct supervision.
- Oversees training of new employees and evaluates progress.
- Conducts performance counseling, as needed, and recommends disciplinary action.

- Reviews prisoner accounts to assure that earnings and contributions are properly credited and that allowed debits are deducted.
- Serves as the chief financial officer of the department in order to assure that fiscal matters are handled in accordance with legal requirements.
- Prepares annual budget draft for corrections and enforcement divisions, using data from the previous year and input from the Corrections Administrator and the Chief Deputy.
- Prepares County election correspondence for Probate Judge and Circuit Clerk.
- Assists the public by notarizing documents for appeals submitted to civil and criminal courts.
- Prepares Notice of Levy & Notice of Sheriff's sale of seized property, advertises Sheriff's sale, and receipts and properly distributes money generated by executions and sale.
- Issues purchase orders for the department in accordance with established procedures.
- Maintains and balances department bank accounts, law enforcement funds, and other funds maintained by the Sheriff's Department.
- Processes transport by verifying presence of prisoner, assuring that paperwork is complete, calls contractor to arrange for transport, and processes associated paperwork.
- Files detainees in other jurisdictions.
- Prepares and mails correspondence regarding evictions and executions.
- Enters data into proper file to establish receipt of court and civil documents, such as executions, subpoenas, evictions, etc.
- Monitors receipts and expenditures to ensure that they conform to approved budget, and if not, notifies Sheriff and recommends adjustments.
- Receives inmate funds from family or other sources and maintains required records.
- Oversees deposits.
- Processes accounts receivable and accounts payable.
- Assists examiners in conducting internal audit.
- 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:

Bachelor's degree in criminal justice, public administration, business administration, or a related field and three (3) years of administrative or supervisory experience, or an equivalent combination of education and experience. Experience working in a public office, preferably in law enforcement.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles of management and supervision.
- Knowledge of Sheriff's Department policies and procedures.
- Knowledge of Marshall County policies and procedures.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of modern office practices, procedures, and equipment, including computers.
- Knowledge of the principles of accounting and bookkeeping.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to train subordinate employees.
- Ability to independently assimilate facts and draw sound conclusions.

- Ability to read and understand written instructions, directives, manuals, laws, and regulations.
- Ability to provide guidance and supervision in order to promote the efficient operation of the office.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.
- Ability to make decisions in accordance with precedents and regulations and apply them to work situations.
- Ability to use a computer and computer software to establish and maintain records, and compose correspondence and other documents.
- Ability to set priorities and plan and implement activities in order to maximize the efficiency of the department.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 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, balancing, crouching, stooping, lifting, standing, 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 relatively safe, secure, and stable office environment.

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.