

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SHERIFF SERVICES CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide clerical support to the Sheriff's department. Work involves receiving, reviewing, preparing and processing department documents, including affidavits, court orders, inmate files, and parole information; maintaining department records; entering data into program databases; and providing assistance to callers, visitors and the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receive, review, prepares and/or processes documents such as bond transmittal forms, sentences from courts, affidavits, court orders, etc. Verifies, calculates, completes and/or codes required information such as inmate release dates, inmate classifications, credit for incarceration prior to sentencing, etc; researches inmate files; and contacts courts, District Attorney and other parties to correct discrepancies or errors on sentencing documents.

Performs data entry of affidavit information, case number, processing dates, and records into department information systems; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Makes copies and distributes as appropriate; and maintains copies in department manual files.

Answers Department telephones; provides assistance, requested documents and information regarding inmate sentencing, department services and procedures; refers callers to other staff members as appropriate; and takes messages. Accepts payments, applications, records, etc. from customers; records receipt of same; and prepares for processing.

May be responsible for processing, recording, documenting, balancing and managing inmate accounts and/or managing the processing of inmates' incoming and outgoing mail. Complete related forms; maintains records and supporting documentation and enters data into databases.

Type letters, reports, summaries and correspondence. Obtains and/or retrieves information for department personnel as requested; prepares reports and/or summaries as requested which provide information on productivity, program statistics, etc. Notarize documents.

Clayton County, Georgia ~ Sheriff Services Clerk

Maintains files on paroled offenders and sex offenders; maintains varied court related documents such as lists of subpoenaed jurors, coroner's inquests, inmate tracking sheets, etc. Assist in preparing standard operating procedures for court services.

Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Receives, dates and distributes incoming mail. Prepares outgoing mail.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by five months of clerical and/or customer service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.