

POTTER COUNTY SHERIFF'S OFFICE

EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office needs a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified, you can find an application at www.pottercountysheriff.org or pick one up at the Sheriff's office. Please submit an application to the **Potter County Sheriff's Office, 13103 NE 29th**. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: RECORDS CLERK - Potter County Sheriff's Office

BASIC FUNCTION:

This is responsible clerical work involving recording, filing, controlling, and releasing records and information relating to county jail inmates. This job involves creating, maintaining, and inspecting inmate files for a variety of information. This clerk also responds to public requests for records. Work requires the exercise of initiative, independent and original judgement and discretion in screening calls and visitors. This job entails a heavy load of computer entry. Work is indoors in an office setting.

EXAMPLES OF TASKS PERFORMED:

1. Records and files prisoner information in proper locations
2. Processes and releases requests for prisoner information; complies with requests in accordance with prescribed policies
3. Processes warrant paperwork; serving and recalling
4. Processes fingerprint cards as needed for proper agencies
5. Receives and prepares responses to public information requests
6. Processes and forwards bonds to designated courts
7. Processes paperwork from the courts
8. Assign new SO numbers and process the records of new book-ins
9. Provides information to the public via phone, fax, email and in person
10. Validates information for other county offices
11. Answers phone, screen calls, and take phone messages; may interview caller to determine the nature of the call or provide general information as requested
12. Greets visitors and notifies staff members when visitors arrive; may provide general information as requested
13. Does other work as required

REQUIREMENTS:

1. High School graduate or equivalency
2. Must possess a valid Texas driver's license

3. Must never have been convicted of a felony, Class A misdemeanor, or any family violence offense
4. Must not have been convicted of a Class A misdemeanor in the past (24) twenty-four months
5. Successful completion of (90) ninety days on the job training
6. General office skills and knowledge, typing 45 words per minute, filing and computer operations
7. Ability to sit for long periods of time and ability to work well with the public
8. Ability to work well with the public

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of secretarial/clerical practices and procedures
- Knowledge of office procedures, policies, rules, and regulations
- Knowledge of Public Information Act
- Some knowledge of local, state, and federal laws
- Ability to operate a wide variety of office equipment, including computers, to store and retrieve data
- Knowledge of business English, spelling, and arithmetic
- Ability to deal courteously with and maintain working relations with the public, other departments in the County, other law enforcement agencies, and co-workers
- Ability to maintain confidential of privileged information

SALARY: \$ 42,540.72 (FLSA-nonexempt)

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.