



## CAREER OPPORTUNITY

**Job Title:** Clerk III  
**Department:** Sheriff/Jail  
**Location:** 405 Randle, Edwardsville, IL 62025  
**Starting Salary:** Madison County AFSCME Pay Step Plan Grade 6- \$18.33/hr  
**Hours of Work:** This position may require weekends and shiftwork  
**Closing Date:** December 20, 2017

### QUALIFICATIONS

- Education: A high school diploma is required
- Applicant will need to be able to pass a thorough background investigation, due to the confidentiality of the information contained in the reports.
- Madison County, IL residency requirements must be met within 6 months of hire

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Creates computerized report forms.
- Handles civil process papers, maintaining database on these documents
- Receives and refers all incoming administrative telephone calls
- Types forms, letters, memorandums and other materials
- Basic secretarial duties including, answering phones, processing vehicle tows, pawn tickets, running names, pulling/copying reports, cases files and basic filing.
- Submits payment for bills monthly and enters invoice information into computer
- Typing on a daily basis
- Tracks each department employee's pay record
- Tracks employees vacation/sick time monthly and longevity increases
- Processes county criminal felony warrants, Sheriff's Office misdemeanor warrants and body attachments, maintaining database on these documents
- Tracking of inmate money account, organizing/processing all inmate booking information, filing all prisoner information and the tracking of inmate medical co-pay inside jail facility.
- Deducting commissary from individual inmate ledger sheets. Maintaining database on inmate commissary account.
- Performs other duties as required or assigned which are reasonably within the scope of the Clerk III position and/or duties enumerated above

### Qualified individuals please submit resume and applications to:

Jaimie Linton, Madison County Sheriff's Department, 405 Randle, Edwardsville, IL 62025, - or [jmlinton@co.madison.il.us](mailto:jmlinton@co.madison.il.us)

Visit <http://www.co.madison.il.us/jobs> for application and full posting.