

## **JOB OPENING**

### **Clerk III (Sheriff/Jail)**

(This position may require weekends and shiftwork)

#### **MINIMUM QUALIFICATIONS:**

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.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES MAY INCLUDE AND ARE NOT LIMITED TO:**

- 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

#### **SUBMIT ALL APPLICATIONS BY APRIL 28, 2017 TO:**

JAIMIE LINTON, ADMINISTRATOR OF BUSINESS AFFAIRS  
MADISON COUNTY SHERIFF'S DEPARTMENT  
405 RANDLE  
EDWARDSVILLE, IL 62025  
JMLINTON@CO.MADISON.IL.US

Salary range is \$17.93/HR to \$21.85/HR Grade 6.

This position is covered under the AFSCME Union contract.

An Equal Opportunity Employer