



POSITION OPENING

POSTING DATE: December 9, 2020
DEPARTMENT: Sheriff
POSITION TITLE: Jail Clerk
AFFILIATION: Union: Teamsters Unit B
GRADE: 11
HOURS: Full-Time (40 Hrs. /Wk.)
WAGE: \$14.53-\$18.17/HR

APPLICATION DEADLINE: December 22, 2020

Interested candidates should submit a cover letter, resume, Tazewell County job application and contact information to:

Jennifer Shallenberger, Administrative Assistant
Tazewell County Sheriff's Office
101 Capitol Street
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Jail Clerk
Department: Sheriff
Reports to: Sheriff
FLSA Status: Non-Exempt
Affiliation: Union – Teamsters
Grade: 11
Prepared Date: July 2014

SUMMARY: *The Jail Clerk performs public contact of a clerical nature in a high volume environment. Performs routine and moderately complex clerical duties involving daily operations of the Tazewell County Sheriff's Department and operates various offices equipment of which is unique to the Sheriff's Department. This position is also responsible for maintaining all arrest records of detainees and works closely with other law enforcement agencies, the Circuit Clerks and States Attorney's Office.*

JOB RELATIONSHIP: Under the direct supervision and direction of the Jail Clerk Supervisor and Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

Answers incoming calls for the Department.

Monitors and operates video equipment to document detainee's visitations.

Provides front-line customer service to the public, dispatchers, local and nationwide agencies, attorneys, law enforcement and medical personnel, DCFS, counselors, County employees' and provide assistance, completion of forms and/or reports, and information.

Maintains and performs data entry to include entering warrant information.

Register sex offenders.

Prepare daily court lists for all court rooms.

Performs clerical functions such as copying, sorting and distributing mail, faxing information, assisting with mass-mailings and filing and maintaining inmate's files/fingerprints.

Assist the public with the Cobra Banker Machine and accepts monies and credit card payments, provides receipts, and reconciles accounts for bail bond money.

SUPERVISORY RESPONSIBILITIES: No supervisor responsibilities are required for this. .

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to establish and maintain effective working relationships with others.

Ability to work in a stressful environment, diffuse stressful situations, and manage multiple tasks simultaneously.

Must have proficiency in use of database technology and use of networked computer systems.

Must be knowledgeable in the proper use of grammar, spelling, and punctuation.

Must have ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Must have excellent organization and record keeping skills.

Must have basic problem-solving skills and be able to handle multiple tasks with interruptions.

Must be familiar with office equipment: copier, multi-line phones, fax machine, cameras, computer, etc.

Must be able to elicit information from irate, upset, and anxious customers.

Ability to work with little supervision and maintain confidentiality.

EDUCATION and /or EXPERIENCE: High school diploma or general education degree (GED) with one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS: Required to obtain a Lead Certificate.

REASONING ABILITY: Ability to carry out detailed written or oral instructions and to deal with different situations requiring the use of deduction to solve the problem.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence

and to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate due to radio traffic.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.