

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Sheriff's Department to fill one or more vacancies in the following job classification.

Job Classification: Clerk 1 Floater
Location: LaSalle County

Department: LaSalle County Sheriff's Department
707 E Etna Rd
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage: \$13.25 per hour

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Sheriff's Department
Attn: Chief Deputy Ortiz
707 E Etna R.
Ottawa, IL 61350

LaSalle County

Job Description



Job title: Clerk I (Floater)

Work Location: Governmental Complex

Division/Department: LaSalle County Sheriff's Department

Reports to: Undersheriff, Sheriff

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The primary function of this position is to back-up / fill-in for all clerical positions in the Sheriff's Department. To assist daily as needed with work or projects and be able to perform all duties of all clerk positions in the office in their absence or as needed.

- Responsible for the following assigned work duties:
 - Daily fax to all media jail report
 - Sorting and delivery mail to appropriate departmental staff
 - Data entry of all warrants writs, capias, into system and maintain warrant menu
 - Communicating with Circuit Clerk's Office regarding additional information needed by dispatch for warrant entry into LEADS (copy of tickets, etc)
 - Renewing all body attachments on a weekly basis or as needed
 - Signing all warrants and recalls; route to proper person/place
 - Maintain sex offender viewing register for public
 - Mailing out a quarterly listing of sex offenders to all schools, day cares and other agencies as required;
- Accountable for learning all clerical positions in the Sheriff's Department; assisting daily as needed with work or projects and be able to perform all duties of these positions when necessary.
 - These positions include: Records Clerk III, Civil Process Clerk II, Jail Clerk II and Civil Entry Clerk II
 - This primary function is for absence related time as well as when a specific position has an overload of work and needs assistance.
 - Fill-in/Back-up Civil Process Clerk II with the return of service work as needed when CPC II is setting up and returning service of tax notices.
- Perform related duties as assigned by Chief Deputy, Undersheriff and Sheriff
- Maintain compliance with all departmental policies and procedures
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- Two to three years practical experience in a clerical or records clerk position, preferred.
- High School Diploma required.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Capable of working independently with minimal direction.

Date Created: _____ Date Revised: _____ Approvals: _____

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, stooping, kneeling, reaching, lifting, and Repetitive motion - use of the wrists, hands and fingers.

Defined as **Sedentary Work** – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, and pull of objects. Sedentary work involves sitting most of the time. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: