



COUNTY OF GILLESPIE JOB DESCRIPTION

Administrative Clerk For The Sheriff's Office

PAY GRADE:

PAY RANGE: \$20.62 to \$25.00 hourly

DESCRIPTION OF POSITION:

The clerk for the Sheriff office performs specific clerical functions such as scanning documents and jail files. This position will also assist in open records requests, submitting cases to the District Attorney and County Attorney, maintaining master files and delivering paperwork to/from all Courts.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the Chief Deputy, may include but are not limited to the following:

- Notarize various documents for Law Enforcement.
- Send statistic reports to the State of Texas.
- Determining, gathering and releasing responsive documents/items in accordance with Freedom of Information Act Laws.
- Estray paperwork.
- Submit cases to the District Attorney and County Attorney through computer programs such as AXON.
- Assist the deputies as needed.
- Answer routine telephone and personal inquiries concerning the Sheriff Office.
- Cross train with other employees in the Sheriff Office.
- Coordinate office functions with other County departments.
- Assist with PR events.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computers, copiers, scanner, and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships.
- Effectively deal with the public in a professional and positive manner.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Perform related duties / functions as may be required or as delegated by the Chief Deputy.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- One to two years of clerical experience preferred.
- Must be at least 18 years of age.
- Must consent to and pass criminal background and fingerprint check, interview, polygraph, medical screen, and drug screen
- Able to use Microsoft 365 effectively. Able to use computer programs specific to Law Enforcement such as Odessey, New World, Watchguard and others..
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance and be certified. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>.

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is located at the Gillespie County Sheriff Office, which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employees must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature_____

Date_____