Clerk-Record's Section

(Administrative Services DivisionM.S.B)

SALARY GRADE: 10

JOB SUMMARY: This position is responsible for the efficient operation of the activities related to the Records Section.

CHAIN OF COMMAND: This position answers to the Records Section Supervisor.

CRITICAL RESPONSIBILITIES/DUTIES:

- Enters information into the AS400 computer system.
- Posts warrants and civil papers on the docket books.
- Answers telephone calls.
- Serves members of the public who show up in person at the front desk.
- Type Probate Court and bond lists.
- Performs various clerical tasks.
- Performs other related duties as needed.

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

- General knowledge of the criminal justice system.

MINIMUM QUALIFICATIONS:

- Possesses a high school diploma or GED equivalent.
- Possesses at least one year of job-related experience.
- Must be able to successfully pass any and all drug screenings.

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Print Name

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Employee Signature Employee # Date