



# OFFICE OF THE SHERIFF

500 2nd Avenue North  
Suite 204  
Clanton, Alabama 35045

Chilton County  
John Shearon, Sheriff

Phone (205)-755-4698  
Fax (205) 280-7245

## Sheriff's Office Clerk

Clerks perform varied clerical tasks in support of Chilton County Sheriff's Office, which may include frequent contact with the public. Staff in this position perform structured clerical work such as data entry, document production, reception and file maintenance. The Clerk essential functions are: performs customer service or receptionist duties; performs general clerical duties; performs cashier duties; enters data into a computer; prepares and edits correspondence, reports and other documents; organizes and records data and maintains filing systems; and processes incoming/outgoing mail. The Clerk typically makes routine decisions following policy and procedures, works under limited supervision, supervised by the Chief Clerk. Typically supports more than one person.

A Clerk is individually and collectively are responsible for the following:

- Performs customer service or receptionist duties using a telephone, computer, fax, copier, general office equipment following departmental policies and procedures as needed to assist the public with issues related to assigned department and/or duties
- Serves as the department's first point of contact
- Gives departmental directions to the public
- Receives calls requesting departmental services or re-routes to appropriate department
- Researches and gives departmental information and answers questions
- Deals with irate persons in person and over the phone
- Assists in completing work of absent employees
- Collates pages, gathers information, and/or assembles booklets and reports

- Computes numerical averages, percentages, and/or fractional amounts using arithmetic and/or a calculator
- Reads information from various sources to gain knowledge and perform assigned job tasks
- Follows written and oral instructions in order to accomplish assignments
- Performs cashier duties using an adding machine, general office equipment following departmental policies and procedures in order to provide services to the public
- Enters data into a computer database and/or spreadsheets using department policies and procedures in order to compile and process documents and information
- Researches and retrieves information from forms, records, reports, and/or other sources
- Edits and/or checks information entered in order to ensure accuracy
- Prepares letters, memos, forms, documents, and reports
- Clerks are not limited to duties listed above and will often be called upon to perform duties deemed necessary or as directed by the Sheriff or his/her designee

