

NON-SWORN PERSONNEL- The Sheriff's Office employs civilians who do not have powers of arrest. Among the job categories for non-sworn personnel are secretaries, maintenance, record and jail clerks

## CIVILIAN RECORDS CLERK

### **Some of the duties and responsibilities of a Civilian Records Clerk:**

1. Answer phone requests and questions from the general public, taking complaints, transferring calls, taking and relaying messages, etc.
2. Receive, file and maintain the records for the Montgomery County Sheriff's Office. To include but not limited to: arrests, accidents, complaints, Incident reports, missing persons, runaways, tow-ins, Tennessee Incident Based Reporting System files (TIBRS), etc.
3. Assist deputies, investigators, other officers and other law enforcement, amber alerts, agencies by providing information pertaining to: warrants, wanted persons, vehicle registration information, drivers license information, criminal history checks, etc..
4. Become and remain certified as a National Crime Information Center (NCIC) operator for the purpose of having access to its' information.
5. Enter and update data into the Sheriff's Office computer network and into the National Crime Information Center (NCIC) computer.
6. Operate and respond to radio traffic in a clear and understandable manner.
7. Handle and maintain records of payments received as service fees for copies of reports..
8. Perform backgrounds and criminal history checks on potential employees.
9. Perform required administrative duties to include but not limited to: making copies, sending faxes, typing, filing, maintaining logs & sign out sheets, security logs, etc..
10. Receive, sort and distribute incoming mail and deliveries.
11. Perform any other assigned duty as required

**This position requires the candidate:**

- Be 18 years of age. Must be a citizen of the United States.
- Possess a High School diploma or equivalent.
- Not to have been convicted of any felony offense or convicted of a misdemeanor offense within the past 5 years.
- Not to have been charged with any domestic violence offense.
- Be a Montgomery County Resident or a Tennessee resident of a County contiguous to Montgomery County.
- Be able to pass a thorough background investigation, psychological and physical examination.
- Must have acceptable credit (no judgments or collections).
- Be able to work different shifts, weekends, and holidays.
- Be able to type accurately and pass tests on spelling and the use of the computer.
- To become NCIC certified.

**Hiring procedure is as follows:**

1. Criminal History check.
2. Credit review. (No judgments or Collections).
3. Spelling & Computer Literacy test. Attain a minimum score of 75 on each.
4. Board Interview.  
    Successfully pass an oral interview.
5. Thorough background investigation.
6. Psychological evaluation.
7. Physical examination (to include a drug screen)

Salary: \$11.58 per hour, 40 hour work week.

**NOTE:** As we are a full service Law Enforcement Agency, our Record Division is open 24 hours each day, seven days a week, we cannot guarantee any specific shift or days off. One must be prepared to work any and all shifts and work weekends and Holidays. Those unable to perform under these circumstances need not apply.

The application you submit will be kept for a period of six months from the date of submission.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS OF CIVILIAN RECORDS CLERK

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines such as: computer, printer, calculator, copier and fax machine, telephone, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight up to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information. Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques, to make independent judgments in absence of supervision and to acquire knowledge of topics related to the job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide, determine percentages and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear)

## **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the County and office management practices as they pertain to the performance of duties relating to this job. Has knowledge of general office and customer service practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with the little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.