

Cascade County

Job Vacancy Announcement

Position: Criminal Records Clerk	Closing Date: Open Until Filled
Dept.: Cascade County Sheriff's Office	Dept. Adm.: Sheriff Bob Edwards
Type of Position: Full-Time	Salary: \$11.50 per hour
	Must Join Teamsters Local #2
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Criminal Records Clerk collects, reviews, reads and interprets incident and investigative reports; enters required information in CJIN/NCIC and electronic data records storage systems; maintains criminal justice records; processes reports; conducts criminal history background checks and driving records; reads criminal citations, support documentation and reports for accuracy and process to court(s) and other agencies; registers, processes and files as statutorily required documentation for sexual and violent offenders; coordinates requests for and files coroner reports and supporting documents; processes requests for correspondence/reports from citizens, private corporations and other local, state and federal agencies; answers inquiries and obtains information for the general public, employees, visitors and other interested parties by telephone, in person or in writing; interacting with computers; gather information; document and record information; organize, plan and prioritize work; answers questions about county services and directs inquiries to appropriate office; communicate effectively with supervisors, peers and the public; process information requests; performs other related duties as required, including but not limited to computer searches, entry of criminal records data; performs administrative activities; sorts mail, legal documents, etc. for filing and performs other related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Criminal Records Clerk must successfully complete certification for the CJIN/NCIC (Criminal Justice Information Network, National Crime Information Center) within six (6) months of hire and be re-certified every two (2) years; interaction with computers; gather information; document and record information; organize, plan and prioritize work; answers questions about county services and directs inquiries to appropriate office; communicate effectively with supervisors, peers and the public; process information requests; performs other related duties as required, including but not limited to computer searches, entry of criminal records data and sorting of inmate medical billing; performs administrative activities; sorts mail, legal documents, etc. for filing.

Knowledge and understanding of: General administrative and clerical processes and procedures; basic legal procedures and terminology; switchboard functions and multi-line telephones; file and records management; word processing; Excel, Word, Outlook, QuickBooks, New World, Internet, Email, Microsoft Office.

Skills in: Data entry; typing; 10 key; organization and coordination; managing multiple priorities; critical thinking; accuracy and detail; public relations; time management; problem solving; customer service; processing detailed reports.

Ability to: Communicate effectively orally and in writing ; review and interpret information; quickly and accurately compare similarities and differences in written and computer format; read and understand information and ideas presented orally and in writing; adhere to strict confidentiality guidelines; handle stress and work under pressure; remain calm when handling emergency situations; work with continual interruptions; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; work outside normal hours to accommodate varying workloads and deadlines; work as a member of a team; retain large volumes of information; occasionally lift up to 40lbs.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or HSE **and** two (2) years general office experience required. Applicant must possess a valid driver's license. The successful applicant must successfully complete certification for CJIN/NCIC within six (6) months of hire and be re-certified every two (2) years.

*** APPLICATION PACKET REQUIREMENTS: Each applicant is required to provide the following:

- ❖ A completed Cascade County Employment Application
- ❖ Complete and notarized supplemental documentation
- ❖ Copy of a photo ID
- ❖ Copy of diploma or HSE
- ❖ A detailed resume of their work experience

***All the above documents must be included to be considered a complete application packet

The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant shall have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER