

**MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ**

POST DATES: 8/21/2014 to Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: CLERK TYPIST

JOB CLASS (GRADE): 9

HOURLY RATE: \$11.06

LOCATION: LEC - CORRECTIONS

WORK WEEK: VARIES

HOURS: VARY

DEPT. HEAD: SHERIFF DAVIS

(X) REPLACEMENT

() NEW REQUIREMENT

Job Summary: This position is responsible for processing incoming prisoners into the LEC system.

Duties and Responsibilities:

1. Review and process paperwork on incoming prisoners to insure proper documentation has been received.
2. Enter the inmate's arrest information into the jail management and fingerprint system.
3. Record court disposition and entered into Jail management system.
4. Interview inmates for family history and contact information.
5. Run criminal history and background checks on inmate and warrants, criminal history and classification information and evaluate information received on NCIC and GCIC computers.
6. Photograph inmates for identification and arrests records, make copies of all arrest booking information for identification and inmate file
7. Operate doors leading into and exiting the booking area
8. Provides clerical support as required.
9. Performs other duties as assigned.

Minimum Qualifications

1. High school or GED with a minimum of (2) years in an professional office environment or equivalent combination of education and experience to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position. Ability to obtain GCIC certification training.
2. General and basic skills in mathematics and simple accounting or bookkeeping.
3. Minimum typing speed of 35 wpm
4. Strong oral and written communication skills.
5. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
6. Demonstrated ability in providing customer skills to the general public and ability to maintain a courteous effective working relationship with employees, County Officials and Department Heads.
7. Demonstrated ability to work effectively with members of all levels within the organization and public.
8. Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making.
9. Demonstrated ability to achieve results on a timely basis

Working Conditions

1. Works in temperature controlled office environment
2. Minimal travel
3. Moderate physical activity (lifting, bending, stretching, standing)
4. High activity, multiple deadlines, constant interruptions
5. High visibility of behavior

If you feel you qualify for the above position, please obtain an application from the Human Resources department. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER