PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 08/24/2016 – 09/07/2016	**EEOC CODE:**	**CLASS CODE:**
CLASSIFICATION TITLE: Clerk Typist		
JOB CLASS (GRADE):	**HOURLY RATE:** $13.13	
LOCATION: LEC – Booking/Corrections	**WORK HOURS:** Varies	
DEPT. HEAD: Sheriff David Davis	**WORK WEEK:** Varies	
(X) REPLACEMENT () NEW REQUIREMENT		

JOB SUMMARY:
The Clerk Typist is responsible for performing administrative and clerical duties in support of the Sheriff's Office, including typist services.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews and processes paperwork on incoming prisoners to insure proper documentation has been received.
- Enters inmate arrest information into the jail management and fingerprint system.
- Records court dispositions and enters into jail management system.
- Interviews inmates for family history and contact information.
- Uses computer to complete background check on inmates on NCIC, GCIC and jail management system for criminal history, warrants, and classification information, and evaluates information received.
- Photographs inmates for identification and arrest records.
- Copies all arrest/booking information for identification and inmate file.
- Operates door control system to allow entry and exit into the jail booking area.
- Provides clerical support as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Clerk must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles and practices of local government administration.
- Knowledge and proficiency of personal computers and relevant office software.
- Ability to write clear and concise reports, memoranda, directives and letters.
- Ability to develop comprehensive plans from general instructions.
- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general direction.
- Ability to meet the public and to discuss problems and complaints tactfully, courteously, and effectively.
- Ability to use discretion and to maintain appropriate confidentiality and security of private or confidential information.
- Ability to maintain effective working relationships with other employees, elected officials, private organizations, and the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Clerk Typist should possess, at a minimum, a High School Diploma or GED equivalent; and two (2) years of administrative support or experience working in an office environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass the BASIC level of the Macon-Bibb County skills test.
- Must be able to type 35 wpm.
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must be fingerprinted, pass a polygraph test and pass a background investigation.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Clerk Typist is required to travel infrequently.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:
Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:
Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:
Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office with a high level of noise, distraction and activity and a high level of conflict and stress.

- Weapons present
- Required to work beyond normal hours during emergencies.
- May be exposed to adverse, hazardous, or unpleasant conditions.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings 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 the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER