



# Lake County Sheriff's Office

Sheriff Frank Leonbruno

104 East Erie St. Painesville, Ohio 44077 (440)350-5517 Fax: (440)350-5630  
email: [sheriffwebmaster@lakecountyohio.org](mailto:sheriffwebmaster@lakecountyohio.org) website: [www.lakecountyohio.gov/sheriffoffice](http://www.lakecountyohio.gov/sheriffoffice)

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## **Part -Time Clerk**

### **Definition:**

Under general supervision performs various duties. Processes and maintains a wide variety of records, reports, forms, paperwork and other transactions as required in a specific area; performs related duties as required.

### **Typical Examples of Duties:**

Provides information to other law enforcement agencies, courts, attorneys, and the public, either in person or over the telephone; refers visitors or calls to the appropriate parties; provides information and assistance to other members of the department.

Operates keyboard efficiently, copy machine, computer and other related office equipment used to compile, process, prepare, store and produce correspondence and materials and distributes as required.

### **Knowledge, Skills and Abilities:**

Must possess the ability to:

- communicate verbally with others;
- establish and maintain effective working relationship with others;
- knowledge of modern office practices and procedures;
- departmental policies and procedures, rules and regulations;
- ability to maintain and prepare a variety of records and reports;
- research records to compile various data and reports; and
- knowledge of and skill in keyboarding and related office equipment.

### **Training and Experience Requirements:**

This position requires a High School Diploma or equivalent. Requires working evenings, weekends and holidays, as necessary. Requires a successful background investigation.