



Lake County Sheriff's Office

Sheriff Frank Leonbruno

104 East Erie St. Painesville, Ohio 44077 (440)350-5620

PART-TIME JAIL TRAC 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. Day-to-day operations include, but not limited to, assisting Correction officers, Deputies, process warrants, court paperwork, inmate intake paperwork and answering the main phone line for the Sheriff's Office.

Knowledge, Skills and Abilities:

Must possess the ability to:

- communicate verbally with others;
- establish and maintain effective working relationship with others;
- follow 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;
- knowledge of and skill in keyboarding with attention to detail.

Requirements:

- Clerical hours vary between 6:00am – 12:00am OR 6p – 12pm. Schedule will rotate monthly and must be flexible to cover other shifts due to illness or shortage of manpower.
- Must be able to work some holidays and weekends.
- Must be able to multi-task and perform efficiently in a fast-paced environment.
- Position requires a High School Diploma or equivalent and must possess a valid state driver's license.
- Must pass a thorough background investigation.