



OFFICE OF THE
SHERIFF OF MADISON COUNTY

720 Central Avenue
Anderson Indiana 46016

Scott C. Mellinger
Sheriff

Joey Cole
Major

Administration/Records
765-646-9290
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765-646-9296

Chaplain's Office
765-646-4077

Civil Office
765-641-9619
Fax
765-608-9704

Detention Center
765-646-9285

Investigations
765-646-9281

Sex Offender Registry
765-646-4055

Victim Advocate
765-646-4078

Website

www.madisoncountyindiana.us

April 16, 2018

To Whom It May Concern:

The Madison County Sheriff's Department is accepting applications for Full Time records clerk. If you are interested please submit an application to the Madison County Sheriff's Department. All applications must be submitted by April 26th, 2018.

You make pick up an application by visiting our records department at 720 Central Ave. Anderson, IN or by visiting our website sheriffofmadisoncounty.com

Scott C. Mellinger
Sheriff



MADISON COUNTY SHERIFF'S DEPARTMENT
Scott C. Mellinger, Sheriff

POSITION DESCRIPTION
COUNTY OF MADISON, INDIANA

POSITION: (Record-keeper)- Records Division
DEPARTMENT: Madison County Sheriff's Department
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: September 1986
DATE REVISED: April 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent assists as a Record-keeper for the Madison County Sheriff's Department and is responsible for assisting in maintaining official police records.

DUTIES:

Include but are not limited to: Maintain various official department records and logs including traffic/arrest sheets; and case incident, and accident reports sending copies to appropriate courts and agencies.

Background checks for gun and dealer license permits and fingerprinting.

Answers telephone, determines nature of call, responds to numerous questions and/or routes to appropriate person or agency. Assists citizens at counter by answering questions, making document copies, and directing to the appropriate division.

Enters data on computer, including but not limited to, tickets, accident cases, arrests and sex offender changes.

Collect fees for accident reports, gun permits and sex offender registrations; monies are counted and receipted then sent to bank daily.

Opens, sorts, answers and distributes department mail.

Picks up bonds and paperwork, packets and files from jail and distributes them to right location, incumbent may come in contact with inmates.



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Transcribes, records and reports as needed.

Assists with maintaining office supply inventory and submits purchase orders as needed.

Occasionally, testifies to verify and explain police records during court proceedings.

Notarizes documents, as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of Department policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence and reports. Ability to maintain confidentiality of Department records and reports as required.

Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, copier, calculator, jail radio, paging system, and microfilm.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other county departments, other law enforcement agencies, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally travel out of town for training sessions.

II. RESPONSIBILITY:

Incumbent performs duties according to standard practices requiring independent judgment to select applicable methods to complete tasks. Work is reviewed for technical accuracy, compliance with legal requirements and Department policies and procedures. Errors in decision or accuracy may result in



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lawsuits for the County, loss of time in department and other agencies, and substantial inconvenience to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, insurance personnel, other law enforcement agencies, and the public, for the purpose of exchanging and explaining information, processing and maintaining accurate police records, providing public service, and implementation of procedure necessary to the rendering of such service.

Incumbent reports directly to the Office Manager-Records Division.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment involving sitting for long periods, pushing/pulling/lifting/carrying objects weighing over 25 pounds, crouching/kneeling, bending, reaching, close vision, color perception, hearing sounds/communication, handling/fingering objects, and deals with potentially violent individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Record-keeper for the Madison County Sheriff's Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date