



SANILAC COUNTY SHERIFF'S OFFICE

65 NORTH ELK STREET SANDUSKY, MICHIGAN 48471 OFFICE: (810) 648-2000
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PAUL D. RICH
SHERIFF

TIMOTHY E. TORP
UNDERSHERIFF

JOB POSTING

- Position:** Records Clerk I (*Part-Time: 24 to 29 hours per week*)
- Rate of Pay:** Start: \$13.05 a/hr.; After successful completion of training \$15.55 a/hr.
- Hours:** Typically Monday thru Friday 8:00am to 4:00pm
- Union:** P.O.L.C. Corrections, Collection Clerks, Records Clerk I and Records Clerk II
- Reports To:** Lieutenant of Uniform Services Division
- Open To:** All Qualified Applicants

The Sanilac County Sheriff's Office is currently accepting applications for part-time Records Clerk I position. Starting wage for the part-time Records Clerk I position is \$13.05 a/hr. for the duration of their Field Training Program. At the conclusion of the training program the Records Clerk I will receive \$15.55 a/hr.

Applicants being considered for employment will be required to pass a criminal background check, a psychological test and a health examination, including a drug screen. Applicants will also be required to complete a personal history questionnaire.

General Job Summary:

Provide clerical support for the Records Department within the Sheriff's Office answering the telephone, keeping records filed and stored, typing generated police reports, processing statistics by computer from daily employee records, L.E.I.N. queries/entries, processing S.O.R. requirements, C.C.W. permits, gun registration, paper service and documented Court Orders for compliance, foreclosures and seizures. Coordination of U.S. Mail, Fed-Ex, UPS and other parcel services and the management of any financial funds collected by mail or fees assessed for services.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

Qualifications/Skills Required:

Minimum of two (2) years of progressively responsible clerical experience or an equivalent combination of education, training, and/or experience. Ability to communicate with people effectively and work with confidential records. Excellent written and oral language skills. Ability to provide a level of skills being proficient in using Microsoft Word, Excel spreadsheets and Aegis for statistical management and typing reports. This job requires an understanding of working with citizens that may lack in the knowledge of laws and requirements to fully assist their needs. A display of positive attitude and patience while working with the public is necessary. The contact initiated in Records with the public directly reflects on the Sheriff's Office as a whole. Employee must be able to self-initiate tasks without constant direction or guidance.

*Proficiency testing will be conducted and utilized in the awarding of the position. Testing to include the following areas: Typing (Speed and accuracy); Microsoft Office applications (Word, Excel Spreadsheets); Spelling, Grammar and Computer utilization (Data management and storage).

Applications can be found at www.sanilacsheriff.org under the Careers tab.

Applications can be submitted via email to: nsmith@sanilacounty.net,
dropped off at the Sheriff's Office or mailed to:

Lt. Nathan Smith
Sanilac County Sheriff's Office
65 N. Elk Street
Sandusky, Michigan 48471

POSTED:
07/06/2022