



SHERIFF

VAN ZANDT COUNTY

DALE R. CORBETT, SHERIFF

**VAN ZANDT COUNTY JUSTICE CENTER
1220 W. DALLAS ST. CANTON, TX 75103
PHONE: (903) 567-4133 FAX: (903) 567-1433**



The Van Zandt County Sheriff's Office is now taking applications for a Records Clerk. This position is Monday – Friday 8:00 am to 5:00 pm. Inquiries should have their resume to Sheriff Administration no later than Monday January 13, 2020.

General Summary:

Performs routine (journey-level) clerical or general office work in areas such as Sheriff's Office records, bookkeeping, inventory control, statistics, employment, human resource, purchasing, and accounting. Work involves compiling and tabulating data; checking documents for accuracy; handling and transporting documents and stock and inventory; and maintaining files. May train others. May supervise the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent.

Essential Job Functions:

- Prepares reviews and mails various reports, purchase orders, correspondence summaries, manuals, vouchers, journals, ledgers, requisitions, records and other related forms.
- Prepare and review weekly reports of arrests for the news media publication.
- Answers inquiries regarding procedures and policies; assists the public and staff in filling out forms; and assembles and mails information packets.
- Posts information to agency records; modifies forms or records.
- Responsible for phone system repair, obtaining programming, and training on codes.
- Assembles, organizes, and tabulates data.
- Sets up and maintains files, materials and supplies.
- Receives, stores and issues stock items.
- May open, stamp, classify, sort, and route mail; may maintain records on postage, registered mail, and packages.
- May perform arithmetic computations.
- May maintain office schedules and appointments.
- May perform back-up receptionist or telephone switchboard duties.
- May screen applicants and assist in orienting employees.
- May compile and tabulate data, and prepare charts, graphs and tables.
- May make arrangements for repairs and services.
- May deliver or pickup documents, supplies, equipment, or materials.
- May train others.
- May supervise the work of others.
- May plan, assign the work of others.
- Performs related work as assigned.



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General Qualification Guidelines:

Experience and Education

Experience in records administration, clerical or office work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

- Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and procedures, and county purchasing policies and procedures.
- Skill in the operation of office equipment.
- Ability to make arithmetic computations; to prepare and maintain records, files and reports; to transfer stock from one location to another; and to maintain files.
- Ability to work as a team member with members of the general public, coworkers, and supervisors.

Registration, Certificates and Licensure

- May require a valid driver's license
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SKILLS

Reading: Warrants, capias pro files, records, Sheriff Department rules and regulations. As well as Van Zandt County rules and regulations.

Writing: Reports to county and state agencies.

Math: Basic math

Reasoning: Follow instructions from the administrative assistant, use own judgment in handling the public.

Supervisory: None

Managerial: None

Interpersonal: Ability to work courteously and professionally with Administrative Assistant, the public and all of the enforcement division of the Sheriff's Office.

NOTE: This job description covers the general nature and level of work being performed by employee holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.