

NON-SWORN PERSONNEL- The Sheriff's Office employs civilians who do not have powers of arrest. Among the job categories for non-sworn personnel are secretaries, maintenance technicians, record and jail clerks.

CIVILIAN JAIL CLERK

Some of the duties and responsibilities of a Civilian Jail Clerk:

1. Maintains the records for the Jail Division of the Montgomery County Sheriff's Department.
2. Retrieve and communicate information to officers, other departments, and the general public.
3. Enter booking and release data into the computers.
4. Photograph arrestees both incoming and outgoing.
5. Maintain booking logs.
6. Update records.
7. Answer incoming telephone calls.
8. Maintain visitation appointments.
9. Input and maintain integrity of all criminal history records and maintain records of monies pertaining to incoming inmates.
10. Assists with coordination of releasing inmates to other agencies and notifies other agencies of inmate holds.
11. Remove served warrants from computer.
12. Prepares entries to Penal Farm log and Federal log.
13. Maintain records of release dates and times.
14. Update inmate files with new court dates, bond amounts, charges and notifies court officers.
15. Prepares various reports such as jail rosters, shift reports, and monthly reports.
16. Perform any other assigned duty as required

This position requires the candidate:

- Be 18 years of age. Must be a citizen of the United States.
- Possess a High School diploma or equivalent.
- Not to have been convicted of any felony offense or convicted of a misdemeanor offense within the past 5 years.
- Not to have been charged with any domestic violence offense.
- Be a Montgomery County Resident or a Tennessee resident of a County contiguous to Montgomery County.
- Be able to pass a thorough background investigation, psychological and physical examination.
- Must have acceptable credit (no judgments or collections).
- Be able to work different shifts, weekends, and holidays.
- Be able to type accurately and pass tests on spelling and the use of the computer.
- To become NCIC certified.

Hiring procedure is as follows:

1. Criminal History check.
2. Credit review. (No judgments or Collections).
3. Spelling & Computer Literacy test. Attain a minimum score of 75 on each.
4. Board Interview.
 Successfully pass an oral interview.
5. Thorough background investigation.
6. Psychological evaluation.
7. Physical examination (to include a drug screen)

Salary: \$11.17 per hour, 40 hour work week, \$23,233.60 yearly salary.

NOTE: As we deal with arrestees and those incarcerated on a 24 hours basis, seven days a week, we cannot guarantee any specific shift or days off. One must be prepared to work any and all shifts and work weekends and Holidays. Those unable to perform under these circumstances need not apply.

The application you submit will be kept for a period of one year from the date of submission.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS AS A CIVILIAN JAIL CLERK**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines such as: computer, printer, calculator, copier and fax machine, telephone, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight up to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information. Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques, to make independent judgments in absence of supervision and to acquire knowledge of topics related to the job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide, determine percentages and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear)

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the County and office management practices as they pertain to the performance of duties relating to this job. Has knowledge of general office and customer service practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with the little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.