

**UNION COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

Department: Detention Center
Job Title: Clerk
A03 \$26,794.71-\$37,618.46

GENERAL STATEMENT OF JOB

Under direct supervision performs routine to moderately complex clerical activities related to the maintenance and processing of Detention Center records. Performs related work as assigned. Reports to the Detention Center Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates the canteen.

Maintains monthly censuses of inmate populations.

Performs general clerical work as assigned, including but not limited to processing accounts payable, ordering office and inmate supplies, ordering and maintaining inventory of uniforms, assisting with budget preparation, etc.

Pays State Trustees biweekly

Types and sends emails for Detention Center Captain

Creates new forms using Microsoft Office for Detention Center use.

Operates a computer, telephone, and an assortment of clerical equipment and appliances.

Uses clerical and cleaning supplies.

Maintains and updates physical copies of records.

Refers to policy and procedure manuals, schedules, etc.

Interacts and communicates with various individuals and agencies such as the immediate supervisor, inmates, co-workers, vendors, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by some office or general administrative experience, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects or materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, 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 information. Includes receiving assignments and/or directions from supervisors and giving instructions to inmates.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, recipes, invoices, etc. Requires the ability to prepare routine reports, records, lists, etc., with proper format. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to use influence systems in inmate supervision; to make routine independent judgements in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to teach inmates. Must be able to communicate effectively and efficiently with inmates, co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ration and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; to identify similarities and differences in shape, form and texture, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using communications equipment and kitchen equipment.

Manual Dexterity: Requires the ability to handle a variety of items including office equipment, control knobs, switches, kitchen appliances and utensils, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the County and Detention Center pertaining to specific duties of the Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has good clerical, bookkeeping and interpersonal skills. Is able to communicate effectively with others both in person and over the telephone in a clear and concise manner. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to prepare simple records with accuracy and in a timely manner. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgement in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of the occupational hazards and safety precautions of the trade. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instructions

Judgement: Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This jobs description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Employee Signature

Date

Supervisor's Signature

Date