

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Practical knowledge of practices, police procedures, rules and regulations and ability to maintain efficient operations of department.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to type and use standard office equipment, such as computer, typewriter, transcriber, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, representatives of other law enforcement agencies and departments, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to testify in legal proceedings/court as required.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standardized practices requiring independent judgment to select applicable methods to complete tasks. Work is reviewed during various phases of completion for accuracy and compliance with department policy. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or notification from other departments. Undetected errors could result in loss of time and money in department and other governmental agencies as well as cause potential for lawsuits.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, representatives of other law enforcement agencies and departments, and members of general public for a variety of purposes, including giving and receiving factual work-related information and carrying out policies of the department.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, including sitting and walking at will, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending/reaching, keyboarding, speaking clearly, close/far vision, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work with or be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Clerk/Typist for the LaPorte 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

Print or Type Name