

<b>POSITION DESCRIPTION</b>  CLERMONT COUNTY SHERIFF'S OFFICE CLERMONT COUNTY, OHIO	<b>AGENCY</b> Clermont County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Administrative Operations
	<b>UNIT OR OFFICE</b> Civil Unit

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Clermont
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<b>USUAL WORKING TITLE OF POSITION</b> Clerical Specialist – Civil	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> Support Services Supervisor
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**NORMAL WORKING HOURS:**  
 8:30 a.m. to 4:30 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
85%	Performs computerized tasks of precise, technical, or confidential nature; i.e., civil processing and civil returns as assigned by the Support Services Supervisor.	Must be at least 21 years of age; must have high school diploma or G.E.D.; must have at least three years full-time work experience in business-related fields; i.e., typist, secretary, computer operator; must pass a pre-entrance examination; limited voice stress exam, medical examination and background investigation, must have knowledge of office practices and procedures; must have ability to answer routine inquiries. Must be able to work a flexible schedule; acquire and maintain all training requirements set forth by L.E.A.D.S. to perform job duties; must have a valid driver's License. Cannot have a disqualifying criminal record.
5%	Enters and retrieves data from computer and/or LEADS; maintains protection order files; prepares letters, memos, interoffice correspondence, reports, schedules and other paperwork as assigned, processes TPO's/CPO's and exparte orders and assists other clerical specialists as assigned by the Support Services Supervisor.	
5%	Performs clerical tasks; i.e. typing, filing, copying, etc.: answers phones, greets visitors to the office; complete weekly worksheets, maintains work station in clean and orderly fashion; may be required to train other clerical specialists.	
5%	New and other related duties as assigned.	

<b>List Position Numbers and Class Titles of positions supervised.</b> If more than eight, list totals only.	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  _____ Robert S. Leahy, Sheriff	<b>DATE</b>  _____
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I hereby acknowledge that I have reviewed the above position description and that it accurately describes my duties and responsibilities.

Printed Name

Signature

Date

# POSITION DESCRIPTION

CLERMONT COUNTY SHERIFF'S OFFICE  
CLERMONT COUNTY, OHIO

AGENCY  
Clermont County Sheriff's  
Office

DIVISION OR INSTITUTION  
Criminal Operations

UNIT OR OFFICE  
Investigative Unit

State Agency  County Agency  New Position  Change

COUNTY OF EMPLOYMENT  
Clermont

USUAL WORKING TITLE OF POSITION  
Clerical Specialist - Investigations

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
Support Services Supervisor

**NORMAL WORKING HOURS:**

9:00 a.m. to 5:00 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
45%	Performs computerized tasks of precise, technical, or confidential nature; i.e., offense reports, incident reports, answers calls & performs research for citizens/law enforcement; prepares crime trend, monthly domestic violence reports to BCI&I, arrest recap and investigative monthly reports, closed reports as assigned by the Sergeant and/or Captain in charge of the Investigative Unit. Clerical support for detectives.	Must be at least 21 years of age; must have high school diploma or G.E.D.; must have at least three years full-time work experience in business-related fields; i.e., typist, secretary, computer operator; must pass a pre-entrance examination; limited voice stress exam; medical examination and background investigation; must have knowledge of office practices and procedures; must have ability to answer routine inquiries; acquire and maintain all training requirements set forth by L.E.A.D.S. to perform job duties; must have a valid driver's license. Cannot have a disqualifying criminal record.  Must satisfactorily complete a four (4) month probationary period.
30%	Processes TPO's/CPO's and exparte orders. Enters and retrieves data from computer, LEADS, RMS; sealing and expungement of records as directed by the courts;	
10%	Prepares letters, memos, interoffice correspondence, schedules and other paperwork as assigned; performs clerical tasks; i.e., typing, filing, copying, etc.; answers phones, greets visitors to the office; assists other clerical specialists when needed. Maintains work station in clean and orderly fashion; may be required to train other clerical specialists.	
10%	Comply with and complete public records requests.	
5%	New and other related duties, as assigned.	

List Position Numbers and Class  
Titles of positions supervised.  
If more than eight, list totals only.

SIGNATURE OF AGENCY  
REPRESENTATIVE

Robert S. Leahy, Sheriff

DATE

I hereby acknowledge that I have reviewed the above position description and that it accurately describes my duties and responsibilities.

Printed Name

Signature

Date

<b>POSITION DESCRIPTION</b>  CLERMONT COUNTY SHERIFF'S OFFICE CLERMONT COUNTY, OHIO	<b>AGENCY</b> Clermont County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Administrative Operations
	<b>UNIT OR OFFICE</b> Reception

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Clermont
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<b>USUAL WORKING TITLE OF POSITION</b> Receptionist	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> Support Services Supervisor
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**NORMAL WORKING HOURS:**  
 8:30 a.m. – 4:30 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
65%	Greets and routes visitors at the Clermont County Sheriff's Office; answers multi-line telephone system, directs calls and takes messages; enters traffic citations; handles requests for copies of incident and offense reports through the Investigations Department and requests for accident reports through the Records Department, prepares webcheck and concealed carry paperwork; receipts money; works directly with the public.	Must be at least 18 years of age; must have high school diploma or G.E.D.; must be able to operate multi-line telephone system; must be computer literate. Must satisfactorily complete an application process including but not limited to: a written examination, oral interview, background investigation, limited voice stress exam, criminal/traffic record checks; must be able to work a flexible schedule; must have valid driver's license; cannot have a disqualifying criminal record.  Must satisfactorily complete a four (4) month probationary period.
25%	Enters and retrieves data from computer; maintains updated lists of addresses/ phone numbers of other county offices/agencies for reference; receives packages and directs/ notifies appropriate recipient; assists officer on duty and warrants as needed.	
5%	Assists other clerical specialists as assigned by the Support Services Supervisor.	
5%	Performs clerical tasks; ie., typing, filing, copying, shredding etc.; types memos, rough drafts, reports; Maintains reception area in clean and orderly fashion.	
5%	New and other related duties as assigned.	

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  _____ Robert S. Leahy, Sheriff	<b>DATE</b>  _____
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Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>POSITION DESCRIPTION</b>  <b>CLERMONT COUNTY SHERIFF'S OFFICE CLERMONT COUNTY, OHIO</b>	<b>AGENCY</b> Clermont County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Administrative Operations
	<b>UNIT OR OFFICE</b> Civil Unit

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Clermont
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<b>USUAL WORKING TITLE OF POSITION</b> Clerical Specialist – Records / CCW	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> Support Services Supervisor
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**NORMAL WORKING HOURS:**  
8:30 a.m. to 4:30 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
50%	Performs computerized tasks of precise, technical, or confidential nature i.e., concealed carry permits & WebCheck processing; review all permit applications; research TPO's, probate orders, ex parte orders etc; criminal jacket process, accident reports, and record checks as assigned by the Support Services Supervisor. Works directly with the public.	Must be at least 21 years of age; must have high school diploma or G.E.D. ; must have at least three years full-time work experience in business-related fields; i.e., typist, secretary, computer operator; must pass a pre-entrance examination; limited voice stress exam; medical examination and background investigation; must have knowledge of office practices and procedures; must have ability to answer routine inquiries; must be able to work a flexible schedule; acquire and maintain all training requirements set forth by L.E.A.D.S. to perform job duties; must have a valid driver's license. Cannot have a disqualifying criminal record.  Must satisfactorily complete a four (4) month probationary period.
30%	Tracking of CCW permits ie: issued, suspended, revoked, renewals, and reinstatements; prepares weekly/monthly/quarterly and annual statistics/reports; generates CCW permit cards. Enters and retrieves data from computer and/or LEADS; runs criminal histories; prepares expungements; proofs sheriff sale deeds; assists civil/sales processing and other clerical specialists as assigned by the Support Services Supervisor.	
10%	Performs clerical tasks; i.e., typing, filing, copying, shredding etc., prepares letters, memos, interoffice correspondence, reports, schedules, and other paperwork as assigned; answers phones; provides relief to reception/clerical specialists; receipts money; assists other law enforcement agencies.	
5%	Maintains work station in clean and orderly fashion; assists other clerical specialists when needed; may be required to train other clerical specialists.	
5%	New and other related duties, as assigned.	

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  _____ Robert S. Leahy, Sheriff	<b>DATE</b>  _____
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Printed Name

Signature

Date

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="margin: 10px 0;"><b>CLERMONT COUNTY SHERIFF'S OFFICE</b> <b>CLERMONT COUNTY, OHIO</b></p>	<b>AGENCY</b> Clermont County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Administrative Operations
	<b>UNIT OR OFFICE</b> Civil Unit

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Clermont
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<b>USUAL WORKING TITLE OF POSITION</b> Clerical Specialist – Sheriff Sales	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> Support Services Supervisor
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**NORMAL WORKING HOURS:**  
8:30 a.m. to 4:30 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
55%	Performs computerized tasks of precise, technical, or confidential nature; i.e., processing all paperwork related to sheriff sales of property; proofs sheriff sale deeds; publish and record notices; handles sheriff sale cancellations and returns.	Must be at least 21 years of age; must have high school diploma or G.E.D.; must have at least three years full-time work experience in business-related fields; i.e., typist, secretary, computer operator; must pass a pre-entrance examination; limited voice stress exam; medical examination and background investigation; must have knowledge of office practices and procedures; must have ability to answer routine inquiries; acquire and maintain all training requirements set forth by L.E.A.D.S. to perform job duties; must have a valid driver's license. Cannot have a disqualifying criminal record.  Must satisfactorily complete a four (4) month probationary period.
25%	Assist Attorneys and the general public with questions/problems; answer phones; works directly with the public at Sheriff Sale auction, takes deposits and purchaser information forms.	
10%	Prepares reports & schedules ie: setting special sales, tracking appraiser schedules, verifying set sales schedules; enter and retrieve data from computer	
5%	Setting the sheriff sales, prepare letters, memos, interoffice correspondence, and other paperwork as assigned; assist other clerical specialists as assigned by the Support Services Supervisor; maintains work station in clean and orderly fashion; complete weekly worksheets; may be required to train other clerical specialists.	
5%	New and other related duties, as assigned.	

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  _____ Robert S. Leahy, Sheriff	<b>DATE</b>  _____
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Printed Name	Signature	Date
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<b>POSITION DESCRIPTION</b>  <b>CLERMONT COUNTY SHERIFF'S OFFICE</b> <b>CLERMONT COUNTY, OHIO</b>	<b>AGENCY</b> Clermont County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Administrative Operations
	<b>UNIT OR OFFICE</b> Warrants Unit

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Clermont
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<b>USUAL WORKING TITLE OF POSITION</b> Clerical Specialist- Warrants	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> Support Services Supervisor
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**NORMAL WORKING HOURS:**  
 8:30 a.m. to 4:30 p.m. or as assigned

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of importance	Minimum Acceptable Characteristics
55%	Performs computerized tasks of precise, technical, or confidential nature; i.e., warrant processing, enter and retrieves data from computer and/or LEADS; prepares warrant shucks and process returns.	Must be at least 21 years of age; must have high school diploma or G.E.D.; must have at least three years full-time work experience in business-related fields; i.e., typist, secretary, computer operator; must pass a pre-entrance examination; limited voice stress exam; medical examination and background investigation; must have knowledge of office practices and procedures; must have ability to answer routine inquiries. Acquire and maintain all training requirements set forth by L.E.A.D.S. to perform job duties; must have a valid driver's license. Cannot have a disqualifying criminal record.  Must satisfactorily complete a four (4) month probationary period.
20%	Prepares letters, memos, interoffice correspondence, reports, schedules and other paperwork as assigned; assists the officer on duty and receptionist; assists other clerical specialists as assigned by the Support Services Supervisor of the Civil Unit.	
10%	Maintain records in compliance with LEADS rules.	
10%	Performs clerical tasks; i.e., typing, filing, copying, etc.; answers phones, greets visitors to the office; maintains work station in clean and orderly fashion; may be required to train other clerical specialists.	
5%	New and other related duties, as assigned.	

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  _____ Robert S. Leahy, Sheriff	<b>DATE</b>  _____
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Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_