



TWIN FALLS COUNTY
invites applications for the position of:
Jail Records Clerk

SALARY: \$14.32 Hourly

OPENING DATE: 07/11/18

CLOSING DATE: 07/18/18 10:00 PM

POSITION INFORMATION:

Apply **ONLINE** at www.twinfallscounty.org

Testing is required for this position. We must receive your test results by the posting deadline for you to be considered for this position. Testing is conducted by the Idaho Department of Labor Magic Valley Office. Their hours are Monday –Friday from 8 a.m. – 5 p.m. To receive the testing links; call 208-735-2500, email magicvalleymail@labor.idaho.gov , or visit the Department of Labor Magic Valley Office at [420 Falls Avenue](#) in Twin Falls.

Please note: If you took tests through the Department of Labor for a company other than Twin Falls County, your tests scores are not automatically sent to us and you will need to mail, email, or fax them to our office **before** the posting deadline to be considered for this position.

Tests required: Basic Office Skills, Data Entry (alpha-numeric); General Typing (5 min)

Tests will be kept on file for six (6) months. When you retest, we will use your most recent test score for each position for which you apply.

JOB DESCRIPTION:

Performs a variety of duties and activities related to maintaining and updating accurate records for the jail facility.

DUTIES / RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES:

Essential

- Responds to all incoming calls requiring action and recording important information.
- Maintains inmate file folders.
- Process incoming and outgoing mail.
- Process Health and Welfare requests (Child support).
- Process requests for Public Records.
- Separate fingerprint cards for outside agencies.
- Perform other duties and activities as directed by superior authority.
- Respond to and serve the public with courteous good will
- Data entry
- Distribute paperwork to Prosecutor's Office, Courts, State

Additional

- Perform other related duties as required by Sheriff, Support Services Lieutenant and Records Supervisor

QUALIFICATIONS:
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- High School Diploma or GED Equivalent
- Must be able to communicate effectively in English, verbal and written
- Sitting for extended periods of time with intermittent moving in an office environment
- Vision (ability to read small print and decipher handwriting)/Hearing (ability to transcribe via headphones/communicate via telephone and in person). Employee may be subject to vision/hearing exam.
- Manual dexterity to perform office functions (e.g. typing, filing, operating office machines, 10-key, etc.)
- Repetitive motion (typing) required
- Knowledge of computers and software
- Ability to operate a variety of office equipment
- Typing skills (30 WPM). Employee may be subject to typing proficiency test.
- Ability to maintain confidentiality
- Public relation skills
- Ability to work well with others
- Ability to perform essential duties efficiently and accurately with little or no supervision

Additional

- Standing, walking, stooping, kneeling, crouching, reaching and lifting (minimum 25 pounds)

DESIRABLE CHARACTER QUALITIES

- Dependability-the ability to fulfill obligation even if it means unexpected sacrifice
- Responsibility-knowing and doing what is expected
- Initiative-recognizing and doing that which is expected without being instructed
- Punctuality-being ready to begin each task at the appointed time
- Self Control-rejecting wrong desires and doing what is right in all areas
- Truthfulness-earning future trust by accurately reporting past and present facts
- Thoroughness-knowing what factors will diminish the effectiveness of the job if neglected
- Ethical-conforms to accepted standards of conduct

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #201800031
 JAIL RECORDS CLERK
 EB

P.O. Box 126
 Twin Falls, ID 83303
 208-736-4174

hr@co.twin-falls.id.us

Jail Records Clerk Supplemental Questionnaire

- * 1. Testing through the Department of Labor is required for this position. Tests must be complete before the posting deadline. Please note: If you took the required test(s) through the Department of Labor for a company other than Twin Falls County, they are not automatically sent to us. Please forward official test scores to Twin Falls County before the posting deadline to be considered. Testing requirements can be found on the job posting. Have you completed the required testing?
- Yes, I have taken the required tests or plan to do so by the posting deadline.

No, I have not completed the required tests and I understand my application may not be considered.

* Required Question