

Lake County Sheriff's Office

Daniel A. Dunlap, Sheriff



The Lake County Sheriff's Office is now accepting applications for the position of:

PART-TIME CLERK

Applications can be obtained and submitted at:

The Lake County Sheriff's Office
104 East Erie Street
Painesville, Ohio 44077

The Lake County Sheriff's Office is an Equal Opportunity Employer/M.F.H.V.

Definition:

Under general supervision performs various duties. Processes and maintains a wide variety of records, reports, forms, paperwork and other transactions as required in a specific area; performs related duties as required.

Typical Examples of Duties:

Provides information to other law enforcement agencies, courts, attorneys, and the public, either in person or over the telephone; refers visitors or calls to the appropriate parties; provides information and assistance to other members of the department.

Operates keyboard efficiently, copy machine, computer and other related office equipment used to compile, process, prepare, store and produce correspondence and materials and distributes as required.

Works swing shifts: 7am to 3 pm, 3pm – 11pm, and 11pm to 7am. Normally shifts change every 4 weeks, and days off change every 4 weeks at shift change. Clerks do work some shifts that require that they work Saturday-Sunday, with days off during the week, as well as Holidays depending on their shift rotation and days off.

Knowledge, Skills and Abilities:

Must possess the ability to:

- communicate verbally with others;
- establish and maintain effective working relationship with others;
- knowledge of modern office practices and procedures;
- departmental policies and procedures, rules and regulations;
- ability to maintain and prepare a variety of records and reports;
- research records to compile various data and reports; and
- knowledge of and skill in keyboarding and related office equipment.

Training and Experience Requirements:

This position requires a High School Diploma or equivalent. Requires a successful background investigation.