



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:

**Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401**

Applications available at the Human Resources Department, www.cascadecountymt.gov or Job Service.

Position: Criminal Records Clerk
Schedule: Full-time with Benefits
Department: Cascade County Sheriff's Office

Salary: \$13.67 per hour
Closing Date: Open Until Filled
Administrator: Sheriff Slaughter

Application Requirements:

- ✓ A completed Cascade County Employment Application.
- ✓ Complete and notarized supplemental documentation with PREA Signature sheet.
- ✓ Copy of a photo ID.
- ✓ Copy of Diploma, GED or HSE.
- ✓ A detailed Resume.
- ✓

Please note, all portions of the hiring process, up to and including the Application itself, are subject to evaluation and scoring for ranking and selection of potential employees.

CCSO employees are strictly prohibited from using medical and/or recreational marijuana or any other illegal drugs.

Sheriff's Office Employment Statement: Any individual with a felony conviction, domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case by case basis.

Education/Experience/Training:

- High School Diploma, HSE or GED **and** two (2) years of general office experience required.

Certifications:

- Applicant must successfully complete certification for CJIN/NCIC within six (6) months of hire and be re-certified every two (2) years.
- Valid Driver's License issued by the State of Montana or ability to obtain within 90 days.

Job Summary: The Criminal Records Clerk collects, reviews, reads and interprets incident and investigative reports, enters required information in CJIN/NCIC and electronic data records storage systems, maintains criminal justice records, processes reports, conducts criminal history background checks and driving records, reads criminal citations, support documentation and reports for accuracy and process to court(s) and other agencies, registers, processes and files as statutorily required documentation for sexual and violent offenders, coordinates requests for and files coroner reports and supporting documents, processes requests for correspondence and reports from citizens, private corporations and other local, state and federal agencies, answers inquiries and obtains information for the general public, employees, visitors and other interested parties by telephone, in person or in writing and performs other related duties as required or assigned.

Essential Job Duties and Responsibilities: The Criminal Records Clerk must successfully complete certification for the CJIN/NCIC (Criminal Justice Information Network, National Crime Information Center) within six (6) months of hire and be re-certified every two (2) years, Proficiently operate a computer to complete required job duties, gather and process document and record information; organize, plan and prioritize work; answers questions about county services and direct inquiries to appropriate office; communicate effectively with supervisors, peers and the public; process information requests, perform computer searches, entry of criminal records data, perform administrative activities, sorts mail, legal documents, etc. for filing and perform other related duties as required or assigned.

Knowledge and understanding of: General administrative and clerical processes and procedures, basic legal procedures and terminology, switchboard functions and multi-line telephones, file and records management, Zuercher, Microsoft Office, Excel, Word, Outlook, QuickBooks, word processing, internet and e-mail.

Skills in: 10 Key, data entry and typing, organization and coordination, managing multiple priorities, problem

solving and critical thinking, accuracy and attention to detail, public relations and customer service, time management, processing detailed reports.

Ability to: Communicate in a professional and effective manner with others, both orally and in writing, quickly and accurately compare similarities and differences in written and computer format, read, review, interpret and comprehend information and ideas presented orally and in writing, handle a multitude of tasks under fixed time lines, retain large volumes of information, work with continual interruptions, follow verbal and written instructions, adhere to strict confidentiality guidelines, display sound judgment and decision-making skills within established policies and procedures and under stressful situations, remain calm when handling emergency situations, work outside normal hours to accommodate varying workloads and deadlines, work extended hours, nights, weekends and holidays as needed, work independently and as a team member with minimal supervision, observe work hours and demonstrate punctuality, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, occasionally lift up to 40lbs.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Union #2.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER