



MADISON COUNTY SHERIFF'S OFFICE

Sheriff Bobby Adams



2005 E. MAIN ST. - MADISONVILLE, TEXAS 77864
PHONE # (936) 348-2755 / FAX # (936) 348-3763

Records Clerk

Description

JOB SUMMARY: Specializes in customer interactions, internal communications between departments, and record clerk duties. Provides basic clerical support including typing, answering the telephone, and maintaining records. Greets and assists residents, business owners, and visitors to Law Enforcement Center and addresses questions or finds resources to assist from other departments.

RECORD CLERK JOB DUTIES AND RESPONSIBILITIES:

- Custodian of all records for Madison County Sheriff's Office.
- Responsible for handling all Open Record Request for the Sheriff's Office.
- Keep current on all Policy and Procedures relating to open records.
- Keeping maintain files on Dispatch Radio logs/monthly reports/etc. Custodian of records for Dispatch- Including pulling 911 recordings.
- Complete and maintain records for other agency background checks.
- Pulling/Copying Body Cam and Dash Cam Video Footage.
- Complete cashier duties by receiving and processing payments of fees and accident reports. Collect all payments for records and send to County Treasurers Office.
- Process all incoming insurance notifications of paid claims on property paid. Scan and maintain case files.
- Provide administrative support to the Sheriff's Administration. This could be finding warrants, making phone calls, locating records in other agencies.
- Receiving Court dispositions and filing appropriately, if evidence is associated, notifying the property room technician for destruction orders.
- Interact in a professional and respectful manner with County staff, Officials, other agencies, and the public; Exercise considerable discretion when handling confidential information.
- Completing the Racial Profiling Annual report.
- Completing the Nibrs reporting each month.
- Follow retention schedule and purge documents accordingly.
- Other duties assigned.

Requirements

MINIMUM QUALIFICATIONS:

- High School diploma or General Education Degree (GED)
- Valid Class C Driver's License required
- Pre-employment drug screen/background check
- Must be at least 18 years old
- Must be able to lift at least 50 pounds
- Must be able to sit or stand for long periods of time
- Must be able to have effective communication via telephone, email, or written communications