

MARSHALL COUNTY, ALABAMA

Job Description

COURT CLERK, SHERIFF'S OFFICE

Department: Sheriff's Department

Job Code: 166

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: Chief Investigator

JOB SUMMARY

The Sheriff's Office Court Clerk performs a variety of high-level clerical tasks related to the operation of the Sheriff's Office. Oversees the registration and monitoring of sex offenders and their records and evidence for criminal case investigations. Creates and maintains records for all convicted sex offenders in Marshall County, handling and recording all offender fees as required by law, submission of DNA samples, communication with the public regarding registered sex offenders. Collects, logs in, and maintains all evidence taken on criminal cases. Testifies in court on matters regarding the sex offender registration and evidence collected.

ESSENTIAL JOB FUNCTIONS

- Registers and maintains up-to-date files and records for all sex offenders in Marshall County.
- Registers all convicted sex offenders in Marshall County.
- Maintains up to date files and records for ABI on convicted and reporting sex offenders.
- Ensures SORNA compliance for all registered offenders, including monthly compliance of all offenders, DL compliance, update photos, vehicle information, address checks, etc.
- Sends out address verifications for reported addresses.
- Maintains Offender Watch database and develops and maintains the database with up-to-date current sex offender data in accordance with the Criminal Code of Alabama.
- Ensures ongoing SORNA compliance on all offenders' home addresses and work addresses.
- Researches and collects appropriate court documentation for registering out of state, out of country, and military convicted registrants.
- Researches and maintains appropriate court documentation and records on all juvenile and youthful offender registrants separate from all adult offenders as required by SORNA regulations.
- Performs tasks related to receiving, recording, and disbursing all offender fees required by SORNA law.
- Ensures proper receipting and disbursement of all offender fees required by SORNA law.
- Maintains all records related to these fees.
- Submits DNA samples on all registering sex offenders to the Alabama Department of Public Safety.
- Responds to requests for information in regard to registered sex offenders.
- Responds to written and verbal requests from the public in regards to registered sex offenders.
- Assists police departments, other sheriff's offices, parole and probation, and juvenile probation in ensuring with compliance and questions regarding all countywide offenders.
- Educates the registering sex offender as to the registration laws and SORNA violations that apply.
- Ensures the offender reads and signs acknowledgment of sex offender registration laws.
- Ensures the offender reads and signs acknowledgment of SORNA violations that apply.
- Maintains all evidence taken on all criminal cases.
- Logs in all evidence, maintains chain of custody, and manages all criminal evidence for court proceedings.
- Maintains complete and accurate evidence logs and records for State of Alabama Public Examiners review and audits.
- Maintains evidence room in accordance with established procedures.

- Testifies in District and Circuit Court on matters regarding the sex offender registration and evidence collected.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and two (2) years of experience in law enforcement and/or criminal justice that includes clerical experience using computer software and data entry, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems, coding methods, and techniques of appropriate record keeping.
- Knowledge of state and federal laws pertaining to sex offender registration and notification.
- Knowledge of law enforcement, criminal justice, and court terminology.
- Knowledge of court proceedings.
- Skill in various computer program operations, manipulations, and queries.
- Skill in written and verbal communication.
- Ability to interpret, append, and explain sex offender registration policies and procedures, applicable laws, and regulations to offenders and citizens.
- Ability to establish and maintain an effective working relationship with employees, supervisors, law enforcement officers, and others.
- Ability to operate a personal computer at an acceptable level of proficiency as required for the position.
- Ability to pay appropriate attention to details.
- Ability to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to testify in court.
- Ability to analyze situations accurately and adopt an effective course of action.

PHYSICAL DEMANDS

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in an environment where decisions could lead to major community or organizational consequences if appropriate decision is not made.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.