
EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	119
SUPERVISOR:	Sheriff	SALARY RANGE:	Permit Clerk
UNION (Y/N):	Yes	LOCAL:	CCDSA
STATUS:	<.5 FTE (18.5 hrs/week)		

GENERAL STATEMENT OF DUTIES: Perform all duties related to the handgun permit process, including maintaining related records. Provide basic secretarial and administrative support to the Sheriff's Office. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receive and review applications for weapons permits. Fingerprint and photograph applications. Run criminal histories on applicants. Prepare and issue weapons permits. Receive and receipt fees for permits.

Filing applications, permits and related documents. Maintain filing system for weapons permits.

Perform secretarial duties to support the department which answering phones, routing calls, receiving visitors, taking messages and making appointments. Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of letters, memos, reports and other documents.

Answer questions regarding departmental policies or procedures. Assist public in completing forms and by supplying correct information in response to inquiries. Assist public in completing a variety of forms and applications.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the County Sheriff who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation. At least one year of general office experience. Preference will be given for prior experience working in a law enforcement agency. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices and procedures, terminology, court proceedings and related documents. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Service of civil papers requires the ability to operate a motor vehicle and to sit and walk for periods of time.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically general office environment. Contact with inmates and offenders with exposure to hazards and risk which accompanies such contact.