



# SHERIFF

KIT CARSON COUNTY

**Travis Belden, Sheriff** |

Kit Carson County Sheriff's Office • 251 16th Street suite 103 Burlington, Colorado 80807 • Office: 719-346-8934 • Fax: 719-346-7282

## JOB DESCRIPTION

POSITION: *Civil Administration Clerk*

### GENERAL DESCRIPTION OF DUTIES:

- Mail – drop off any outgoing mail at the post office as necessary.
- Document and enter civil and criminal money.
- Prepare deposits for submission to the treasurer's office.
- Process all civil papers by entering information into the computer, making civil jackets, and putting documents out for deputies to serve.
- Enter service information into the computer and print the return of service for the serving officer to sign.
- Prepare affidavit of service and all necessary documents for return to the client via fax or mail.
- Post criminal payments in computer.
- Balance and print monthly reports.
- Answer phones as needed.
- Help maintain warrants filed.
- Make copies as needed.
- Help at the front window when needed.
- Fill in on general duties when the Administration Supervisor is out of the office.
- Other miscellaneous general office duties.
- Shall complete all paper work and reports in a timely manner.
- All employees may be asked to assist in preparations for the annual county fair.

### PRE-EMPLOYMENT TESTING:

- Drug, Alcohol, and Background Testing required prior to employment.

### REQUIREMENTS:

- ICS training
  - Minimum requirement is ICS 100
    - ICS 200 and 700 preferred
    - This can be completed during first year of employment.
- Must have a high school diploma or equivalent; degree in criminal justice or related field is desirable.
- Must be 21 years of age and a U.S. citizen or possess appropriate work Visa.
- Must be able to speak, read, write and understand the English language.
- Must be in basic good health.
- Must have a valid driver's license and personal vehicle for office errands.
- Must be able to pass a criminal history background check.
- Must live within Kit Carson County or the surrounding Colorado Counties (Cheyenne, Lincoln, Yuma or Washington).
- Drug and Alcohol random testing required due to safety sensitive nature of job duties.

### QUALIFICATIONS:

- General office skills.
- Basic bookkeeping skills.
- General computer skills.
- Able to sit and do computer work, work with the general public, answer phone calls and light lifting.
- Will be on a six (6) month trial period from date of hire.

#### SUPERVISION RECEIVED:

The Civil Administration Clerk works under the direct supervision of the Administration Clerk Supervisor.

#### KNOWLEDGE, SKILLS, ABILITIES:

- The ability to communicate through verbal communication and written reports.
- The ability to write civil service documents, keep records, do reports, keep financial records, coordinate with the administration supervisor, and to be able to assist the general public.
- Must have the ability to do multiple tasks simultaneously.
- Timeliness is essential.

#### WORK ENVIRONMENT:

- Work is generally confined to a standard office environment.
  - May be asked to respond to emergency situations 24 hours per day.

#### PHYSICAL DEMANDS:

- The following are some of the physical demands commonly associated with this position.
  - VISION - Individual must be able to read handwritten or printed material.
  - HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
  - LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
  - MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
  - DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
  - COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
  - DRIVING - Individual must be able to operate a motor vehicle.
  - \*Occasionally: Activity exists less than 1/3 of the time.
  - \*Frequently: Activity exists between 1/3 and 2/3 of the time.
  - \*Constantly: Activity exists more than 2/3 of the time.

#### BENEFITS:

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners  
Part-time, temporary or seasonal employees do not receive benefits.

#### EQUAL OPPORTUNITY

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County's Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

*Nothing in this job description restricts Kit Carson County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".*

I, \_\_\_\_\_ have read the above job description for the Kit Carson County Sheriff's Office, Civil Administration Clerk. To the best of my knowledge, I am able to perform all duties of the job as described. I also was given a copy of Kit Carson County Policies, Kit Carson County Sheriff's Office policies and Kit Carson County Detentions policies and I'm expected to read and understand all policies.

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date