

Natrona County Sheriff's Office

201 North David Street, 2nd Floor

Job Posting

Civil / Records Clerk

GENERAL PURPOSE: The Civil / Records Clerk answer the telephone and counter and help the public with their needs, from criminal to civil process. Starting pay \$3028.00 per month, includes the following benefits:

- Medical, Vision, and Dental Insurance
- Wyoming State Retirement
- 12 Paid Holidays

PRIMARY DUTIES AND RESPONSIBILITIES:

The following **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties:

- Dealing with the public in person and on the phone.
- Data entry for reports generated by our deputies and courts for civil process, working with confidential matters.
- Enter data into the Computer Aided Dispatch System (CAD).
- Scan in the reports and documentation generated by our deputies dealing with that individual case.
- Work with outside agencies within the criminal justice system, such as Municipal, Circuit, District, and Federal courts, other law enforcement agencies, municipal, county, state, and federal and civil attorney's or designee.
- Deal with confidential matters, criminal and civil, on a local, state and federal level within the Natrona County Sheriff's Office

MINIMUM QUALIFICATIONS:**Education and Experience:**

- Computer Skills
- Filing Skills
- Phone Skills
- Effectively Communicate with Public

Required Licenses or Certifications:

- None

Required Hours and Miscellaneous:

- Work hours are 8:00 am to 5:00 pm daily approximately 3 weeks per month and 7:30 am to 4:30 pm the other week. All weekends and holidays are scheduled days off.
- A detailed criminal background check is required on all applicants. This includes polygraph, drug test, fingerprints, and background checks.