



CASSIA COUNTY SHERIFF'S OFFICE

129 E. 14th Street – Burley, Idaho 83318 Ph. 208-878-2251 Fax 208-878-9797 ★, Sheriff

Employment Opportunity

(Cassia County is an Equal Opportunity Employer)

Full Time Position Title: **Records Clerk** (Non-Sworn Position)
Application Period Closed Date: Open until position is filled
Start Date: Position is immediately available pending background approval
Salary Information: \$21.50/hour or \$44,720.00 annual wage
Employment Benefits: PERSI Retirement, Health Insurance (Medical, Dental, & Vision), 11 Paid Holiday, Plus Accrued Vacation and PTO.
General Work Hours: Monday through Friday 8:00a.m. - 5:00p.m.

Qualifications:

- High School Diploma/GED or equivalency.
- Citizen of the United States
- Must not have any felony convictions or convictions that would be considered to be a felony in the state of Idaho. Withheld Judgments on felony convictions must be disclosed in the application process, and will be considered on a case-by-case basis.

Skills:

- General computer and typing skills
- Ability to maintain confidentiality
- Excellent public relations skills
- Understanding of the criminal justice system
- Organized office management
- Promptness to meet deadlines
- Understand Criminal Law versus Civil Law
- Process reports and court documents

ESSENTIAL JOB FUNCTIONS:

- Process criminal records and criminal reporting to State and FBI. Fingerprinting for sex offender registration, concealed weapons applications, and public requests.
- Assist the public questions, reports, fingerprinting, and record requests, VIN inspections, data entry, and other assignments as needed
- Perform administration assignments
- Follow policy, procedures and safety practices
- Cross trained to do daily assignments in driver's license, records department, and civil department

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

Hiring Process:

All applicants must submit a completed Cassia County Sheriff's Office Application. Successful applicants must pass an oral board interview, comprehensive background check, and polygraph.

Please contact the Cassia County Sheriff's Office or visit our website for applications.

Cassia County Sheriff's Office

129 East 14th Street

Burley, Idaho 83318

Phone - 208-878-1107 (Monday through Friday between 9:00AM and 5:00PM).

Website – <https://www.cassia.gov/law-enforcement>

Employment Page - <https://www.cassia.gov/departments/COUNTYSHERIFF/Employment>