

JOB DESCRIPTION

CLERK

A Clerk in the Kenton County Sheriff's Office shall be able to perform and meet all the requirements of a Clerk assigned to the Administrative Division. He/she must be familiar with Microsoft Word and Excel and be able to successfully interact with programs utilized by the Kenton County Sheriff's Office. The Clerk must be able to handle and complete multi-task situations. The Clerk shall be able to complete reports, type, edit and produce correspondence and memos, manage the flow of court related service and process, answer a multi-line phone system, assist the public as needed and to handle and collect tax monies as called upon. The Clerk will be able to perform various accounting functions such as balancing, audit reports and preparing a bank deposit. After proper certification, the Clerk will be able to assist in the Vehicle Inspection process. The Clerk shall be able to be a credible witness when testifying in a court of law. The Clerk shall be able to complete courses of instruction taught by the Department of Criminal Justice and/or other training as seen fit by the Kenton County Sheriff.