



SANGAMON COUNTY SHERIFFS OFFICE
"Keeping the Peace Since 1821"

Administration – (217) 753-6855
Records – (217) 753-6846

Jack Campbell
#1 Sheriff's Plaza
Springfield, IL 62701

Investigations – (217) 753-6840
Corrections – (217) 753-6886

NOTICE-JOB OPENING

Job Title/Position: Data Entry/Records Clerk (DMG Grade 4 Position)

Available Positions: One (1)

Division: Records/Support Services

Primary Duties:

Primary duties include, but are not limited to, greeting and assisting the public, answering phone calls, filing and data entry of criminal and civil information, processing civil papers, and other duties as assigned.

Requirements:

Experience dealing with the public in person and via the telephone. Data entry and word processing skills will also be beneficial. An ability and willingness to work with a team of employees to accomplish a common goal.

Hours of Duty: The Director of Support Services will determine the work schedule.

Salary Range: \$27,142 per year, plus benefits. Position covered by the FOP Civilian Bargaining Unit, and future salary increases will be in accordance with the collective bargaining agreement.

Application Information:

Interested individuals can request applications in person at the Sangamon County Sheriff's Office, One Sheriff's Plaza, Springfield, IL 62701, or download from the Careers Page of the Sheriff's Office website sangamoncounty-sheriff.com. Current Sangamon County Sheriff's Office employees may request consideration through memorandum to the attention of Chief Deputy Williams. **Deadline for submission of applications and memorandums is 4:30 p.m. Wednesday, March 20, 2019.**

Expected start date: April 2019

SANGAMON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

IN PARTNERSHIP WITH THE COMMUNITY