CARBON COUNTY MONTANA
JOB DESCRIPTION

POSITION: Clerk

DEPARTMENT: Sheriff's Office **REPORTS TO:** Sheriff's Office Administrator

SALARY: not provided **SCHEDULE:** not provided

☒ Full-Time (40 hours) ☐ Part-Time Benefit Eligible (30-39 hours) ☐ Part-Time (≤29 hours)

☒ Permanent ☐ Seasonal ☐ Temporary ☐ Grant-Funded ☐ Short-Term

☐ Exempt ☒ Non-Exempt

PURPOSE OF THE JOB: This position provides support to ensure the efficient operation of the Carbon County Sheriff's Office, responsible for assisting with clerical tasks and providing administrative backup for absences.

ESSENTIAL FUNCTIONS:
Assists with administrative and clerical tasks to include, but not limited to:

- Performs general office duties including answering phones, greeting public, and managing correspondence
- Prepares, reviews, and edits reports, claims and other documents for accuracy and compliance
- Assist with managing office supplies and ordering inventory
- Maintains files and records (NIBRS – National Incident Based Reporting System)
- Data entry and maintaining databases (SVOR)
- Assists with applying and managing grants, without fiscal responsibility
- Civil Process Clerk. Assists with receiving, processing, and maintaining civil legal documents, such as summons, subpoenas, and protective orders, and entering data into computer systems. Assist with preparing paperwork for service
- Evidence Room / Records Technician duties include storage of physical and digital evidence in a law enforcement setting; maintaining the integrity and chain of custody for evidence, using record management systems; preparing evidence for labs; and ensuring compliance with state and federal laws regarding property and evidence handling.
- Concealed Weapon Permit processing
- Assists in preparing case files for the Discovery process

OTHER DUTIES AND RESPONSIBILITIES:
- Performs other related duties as assigned

KNOWLEDGE AND SKILLS:
Required: High School Diploma or GED equivalent

FISCAL RESPONSIBILITY:
None.

EXTENT OF PUBLIC CONTACT:

This position has daily contact with the public and frequent contact with other country employees through face-to-face contact and via telephone. This position may encounter various types of hazards including criminals and volatile persons.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: ☐ Never ☐ Occasionally ☐ Frequently ☒ Continually
(repeating movements of arms, hands and wrists)

Talking: ☐ Never ☐ Occasionally ☐ Frequently ☒ Continually
(express or exchange ideas verbally)

Hearing: ☐ Never ☐ Occasionally ☐ Frequently ☒ Continually
(perceive sound by ear)

Seeing: ☐ Never ☐ Occasionally ☐ Frequently ☒ Continually
(obtain impressions through the eye)

Activity Level:

☐ Sedentary
(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

☐ Light
(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

☒ Medium
(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

☐ Heavy
(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

☐ Very Heavy
(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

_____ _____

Employee Signature Supervisor Signature

_____ _____

Date Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: ☒ APPROVED ☐ DENIED

SALARY SCHEDULE: ☐ ADMIN ☒ CLERK ☐ DISPATCH ☐ NURSE ☐ ROAD ☐ SHERIFF

Presiding Officer Signature

Date 10/14/2025

COMMENTS: