

Job Description: Clerk

Department: Woodford County Sheriff's Office

Position Summary: A Clerk in the Woodford County Sheriff's Office shall be able to perform and meet all the requirements of a Clerk employed by the office. Under the supervision of the Office Manager, this position also supports the department and Sheriff by performing additional work as needed.

Essential Duties and Responsibilities include but are not limited to the following.

Complete reports, type, edit and produce correspondence and memos. Manage the flow of court related service and process. Answer a multi-line phone system and assist with phone calls, mail, greeting visitors, and supporting supervisors as needed.

Handle and collect tax monies as called upon. Prepare daily bank deposits and respond to taxpayers' requests for information and service.

After proper certification, the Clerk will be able to assist in the Vehicle Inspection process. 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 Woodford County Sheriff.

Professional behavior and appearance are representative of the Woodford County Sheriff's Office and Sheriff. Ensuring confidentiality of information in the department is critical to the success of the Sheriff, Deputies, and Law Enforcement.

Qualification:

They must be familiar with Microsoft Word and Excel and be able to successfully interact with programs utilized by the Woodford County Sheriff's Office. The Clerk will be able to perform various accounting functions such as balancing, audit reports and preparing bank deposits.

Ability to respond to inquiries or complaints from citizens, regulatory agencies, or law enforcement in a professional manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.



WOODFORD COUNTY SHERIFF'S OFFICE

103 S. Main St. - Versailles, KY 40383 - (859)873-3119
Application for Employment · Equal Opportunity Employer

Date: _____

Name: _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone: Home: _____ Cell: _____ SSN: _____

E-mail: _____

Driver's License Number: _____

Positions Applying for: _____

What other work can you do: _____

Hobbies: _____

Are you a current participant or retired from any of the Kentucky Retirement Systems?

Yes ___ No ___ If so, what system: _____

Have you filed an application here before? Yes ___ No ___ If yes, give date: _____

Have you ever been employed here before? Yes ___ No ___ If yes, give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Yes No (Proof of citizenship or immigration will be required upon employment.)

On what date would you be available for work? _____

Are you available to work: Full Part-time Seasonal

Are you on lay-off and subject to recall? Yes No

Can you perform the essential functions of the position for which you are applying? Yes No

What equipment can you operate pertaining to the job you are applying for?

FIELD I: CRIMINAL CONVICTIONS

Have you ever been convicted of an offense against the law or forfeited collateral or are you now under charges for any offense against the Law except (1) traffic violations for which you paid a fine \$65.00 or less; and (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law? Yes No

CONVICTIONS FOR ALL APPLICANTS

Have you ever been convicted of a felony? Yes No

While in the military service were you ever convicted by a general court-martial? Yes No N/A

If your answer is "Yes", give details below. Show for each offense:

(1) date, (2) charge, (3) place, (4) court, and (5) action taken.

NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made. Use additional sheets of paper if necessary.

FIELD II: EDUCATION

	Name of Institution	From -	Thru	Degree/Subject/Yrs Completed
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
Training	_____	_____	_____	_____
Certification	_____	_____	_____	_____
Certification	_____	_____	_____	_____
Certification	_____	_____	_____	_____

FIELD III: EMPLOYMENT HISTORY

Present or Last Employer

Address _____

Supervisor _____ From - Thru Reason for leaving _____

Title/Occupation _____ - _____ Wages _____

Nature of Work Done _____

Next Previous Employer

Address _____

Supervisor _____ From - Thru Reason for leaving _____

Title/Occupation _____ - _____ Wages _____

Nature of Work Done _____

Next Previous Employer

Address _____

Supervisor _____ From - Thru Reason for leaving _____

Title/Occupation _____ - _____ Wages _____

Nature of Work Done _____

Next Previous Employer

Address _____

Supervisor _____ From - Thru Reason for leaving _____

Title/Occupation _____ - _____ Wages _____

Nature of Work Done _____

FIELD IV: CHARACTER REFERENCES

Name	Address	Phone #	Business #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State any additional information you feel may be helpful in considering your application in the provided space.

WOODFORD COUNTY SHERIFF'S OFFICE

PLEASE READ THIS CAREFULLY BEFORE SIGNING CERTIFICATION:

Have you been completely truthful to all questions asked? Keep in mind the Woodford County Sheriff's Office **VERIFIES** the information given to further evaluate applicant(s) and to insure the information furnished by the applicant(s) has been truthful to the best of his or her knowledge.

I hereby certify that every statement made on this questionnaire is true and complete to the best of my knowledge. I understand that any false, misleading or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand I may be required to verify all information given on this questionnaire. Employment will be contingent upon result of a complete character/background investigation. I also understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment by the Woodford County Sheriff's Office.

All employees hired by the Woodford County Sheriff's Office are subject to work schedules that may include any day of the week, (Monday through Sunday); (Holidays); and a scheduled shift dictated by management. Any employee hired by the Woodford County Sheriff's Office may be scheduled to work at any work station that is dictated by management.

Date

Signature of Applicant

APPLICANT RELEASE OF CREDIT, PRIOR EMPLOYMENT AND CRIMINAL RECORDS: I FOREVER RELEASE AND DISCHARGE THE WOODFORD COUNTY SHERIFF'S OFFICE, MY PREVIOUS EMPLOYERS, AND THEIR RESPECTIVE AGENTS AND ANY INDEPENDENT CONTRACTORS FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COST AND EXPENSES RELATED TO GATHERING AND REPORTING INFORMATION ABOUT MY CREDIT INFORMATION, PRIOR EMPLOYMENT, AND CRIMINAL RECORD PURSUANT TO THIS RELEASE AND FROM ANY OTHER CHARGES OR COMPLAINTS FILED WITH ANY AGENCY RELATED TO OBTAINING AND/OR REPORTING ANY INFORMATION PURSUANT TO THIS RELEASE.

Date

Signature of Applicant

NOTE: A COPY OF THIS RELEASE SHOULD ACCOMPANY ANY REQUEST FOR INFORMATION REGARDING THE APPLICANT FROM A PREVIOUS OR PRESENT EMPLOYER.

NOTE: THE ORIGINAL COPY OF THIS FORM AND THE APPLICATION IS TO BE SENT AND FILED IN THE WOODFORD COUNTY SHERIFF'S OFFICE HUMAN RESOURCE DEPARTMENT.



Sheriff John F. Wilhoit

Woodford County Sheriff's Office

103 South Main St., Versailles, KY 40383

Office: 859-873-3119 Fax: 859-873-8371

Email: sheriff@woodfordso.org

AUTHORIZATION FOR EMPLOYMENT

I _____ understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be in accordance with applicable federal, state, and local ordinances covering the position for which I am applying. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Woodford County Sheriff or the Woodford County Sheriff's Office unless made in writing.

If I _____ am offered employment I agree to submit to medical examinations and drug tests before starting work. If employed, I also agree to submit to medical examinations or drug testing at any time deemed appropriate by the Woodford County Sheriff and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Woodford County Sheriff the results of the examination, which results will remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Woodford County Sheriff's Office Policy on Drug and Alcohol.

I _____ understand that filling out this form does not indicate there is a position open and does not obligate the Woodford County Sheriff to hire. If hired, I agree to abide by all Policy and Procedures set forth by the Woodford County Sheriff. The Woodford County Sheriff retains the right to revise its policies or porcedures, in whole or in part, at any time.

Date: _____ Signature: _____

****ALL APPLICATIONS OR RESUMES ARE HELD FOR ONE CALENDAR YEAR****