

**Plymouth County**  
**Employer's Job Description**  
**(Revised 2020)**

**Position Title:** Civil Clerk (Fulltime & PT)

**Department:** Sheriff Office

**Status:** Hourly / Non-exempt

**Pay Grade:** TBD—Fulltime / PT

**Reports To:** County Sheriff

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### **Primary Purpose of Position**

The primary purpose of this position is responsible for variety of tasks for the Sheriff Office including issuing permits, bookkeeping, filing, compiling reports, and reception for the public.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Sheriff:**

- Process civil papers, including small claims notices, subpoenas, arrest warrants, etc.
- Process executions for garnishments
- Process gun permits, including Permits to Carry and Permits to Acquire
- Process paperwork for sheriff's sales
- Process paperwork for condemnations
- Bookkeeping of sheriff's fees and mileage
- Process a quarterly report to the Board of Supervisors
- Prepare payment of bills for sheriff's office & jail
- Process sex offender registrations
- Incident and arrest reports for deputies
- Transcribe interview
- Filing
- Front window receptionist
- Maintenance/update information on website
- Review monthly and quarterly financial reports from the jail
- Make monthly deposits for the civil and jail monies
- Daily pick up of mail from the courthouse
- E-file documents to the Clerk of Court

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED. Experience of responsible data entry and clerical experience preferred but not required. Valid Iowa motor vehicle operator's license and provide proof of insurance.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good communication skills.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to explain instruction and information to the public in a professional manner.

Ability to communicate effectively with the general public and the Sheriff office personnel, assist officers and officials.

#### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in dealing with the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding law enforcement operations and services.

**Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert light physical activity, climb stairs, and able to lift and carry materials and stand for long periods of time.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

**Environmental Conditions**

Ability to work under fairly comfortable indoor conditions but exposure to injury is possible.

**Compliance**

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

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Plymouth County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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