



SHELBY COUNTY SHERIFF'S OFFICE

SHELBY COUNTY, ALABAMA

Support Services

Job Summary: Support services personnel are responsible for processing most paperwork that flows through the Sheriff's Office, and maintaining various informational databases. Some support personnel also assist in supporting the Sheriff's Office administration with their day-to-day tasks, such as human resources responsibilities, accounting, etc.

Support services personnel are responsible for the following work duties on a daily basis:

- Process forms, reports, and other paperwork, including warrants, detainers, civil process, sex offender registrations, incident and offense reports, accident reports, and subpoenas.
- Access criminal justice databases in order to research, verify, enter, or remove information related to wanted individuals, background checks, and other various reports.
- Compose and notarize adoption and out of country letters.
- Assist citizens at the teller windows with paperwork requests.
- Communicate with the public and other governmental agencies through various means of communication.
- Sort, stamp, and mail paperwork.
- Collect and record received money.
- Process pistol permit applications, perform background checks, and issue permits to those that pass.
- Schedule pre-employment tests and assessments during the hiring process.
- Manage human resource responsibilities, such as time-keeping, employee benefits, payroll, etc.
- Prepare workers' compensation claims and accident reports involving employees.
- Maintain financial records including inmate commissary accounts
- Complete purchase orders for needed equipment and process invoices.
- Process court orders for the seizure of funds and property.
- Arrange the transport of inmates to out-of-state agencies, and collect reimbursement.
- Assist the public with questions and concerns related to the Shelby County Jail.
- Assist with annual budgets within assigned divisions.
- Oversee election proceedings, recruit and train poll-workers, supervise the delivery and setup of polling equipment, and serve as the point of contact for any issues or questions.
- Send and receive correspondence for the Sheriff and other administrative staff and maintain calendars.

Requirements:

Age: 19 years of age or older.

Education: High school diploma or GED.

Other: The applicant must satisfactorily complete the following: oral interview, background investigation, polygraph examination, personality inventory, drug screen, medical examination. In addition to the above, the applicant must be able to demonstrate the capability to type a minimum of 35 words per minute on a computer.

JOHN SAMANIEGO
SHERIFF

380 McDOW ROAD
P.O. BOX 1095
COLUMBIANA, AL 35051
PHONE (205) 669-4181
FAX (205) 669-3865
WWW.SHELBYSO.COM