



JOB POSTING

BUREAU: Corrections

DIVISION: Corrections Clerical Support

POSITION: Corrections Clerk 1

HOURS: Full Time, 40 hours per week

SALARY: \$26,722.00

JOB DESCRIPTION:

The primary responsibilities of the Corrections Clerk include: Data entry for the intake (booking) and release of inmates; Maintenance of hard copy files; Logging receipts for documents and storage of inmate property; Inspection and distribution of USPS mail for inmates; Operate public video visitation; Operate the control panels/rooms within the facilities; Work reception desk(s) within the facilities to assist the public; Answer incoming calls.

Upon employment, Corrections Clerks will complete a 52 day field training process and final test for which a passing testing score must be achieved. Corrections Clerks are expected to display professional and courteous disposition daily, work well with others and maintain a good attendance record. Corrections Clerks are required to maintain a high level of accuracy of data entry. Florida Department of Law Enforcement (FDLE) training and certification are required with re-certification testing every 2 years. Cardiopulmonary Resuscitation (CPR) training is mandatory. Training and re-certification will be provided.

Corrections Clerks are required to sign a Two-Year Commitment contract. This contract states the applicant will commit to two years of service as a Corrections Clerk before becoming eligible for transfer to another position.

The limited interaction Corrections Clerks have with inmates is always in the presence of a certified Corrections Officer.

REQUIREMENTS:

- ★ Must be a legal citizen/alien resident of the United States.
- ★ Must be 18 years or older.



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- ★ Must have a High School Diploma or equivalent.
- ★ Possess a valid Florida Driver's License or state issued ID Card.
- ★ Possess a Social Security Card.
- ★ If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.
- ★ Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.
- ★ Be able to meet our strict drug standard.
- ★ Must be able to bend, lift (up to 15 lbs.), reach, sit and stand for long periods of time.

APPLICATION PROCESS:

Submit a prescreen application to Human Resources, no later than 4pm on or before the closing date of the position.

**NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion.
The Sheriff's Office is an equal opportunity employer with Veterans Preference.**