



EST 1821
**SHELBY
COUNTY**
FOUR CORNERS
ONE COUNTY

Shelby County Government
25 West Polk Street
Shelbyville, Indiana 46176
Human Resources

www.co.shelby.in.us

VACANCY

*Interested applicants must submit a resume via email to:
Donna Cook/Human Resources at
dcook@co.shelby.in.us

DATE: July 22, 2026

POSITION: Records Clerk

DEPARTMENT: Sheriff's office

HOURS: 35 hours weekly, Monday – Friday, 8 am – 4 pm

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE / CLASSIFICATION: \$21.85 hourly / Comot 2

BENEFITS: Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

POSITION BEGINS: As soon as possible.

APPLICATION DEADLINE: Open until filled (Internal deadline: July 27th at 4 PM)

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer

POSITION DESCRIPTION IS ON THE NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Records Clerk
DEPARTMENT: Sheriff
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT 2

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Records Clerk for the Shelby County Sheriff's office, responsible for performing various clerical and transcribing functions, and assisting the public.

ESSENTIAL DUTIES:

Transcribes taped statements from victims, suspects, witnesses, body wires, phones, dispatch 911 calls and supplement reports.

Performs work as requested by Prosecutor's office regarding Motion to Produce all evidence from case investigations.

Conducts limited criminal histories as requested for various agencies, such as military, police agencies, and providers of children and adult services.

Facilitates accident and incident reports, organizing, entering computer data, filing, and creating spreadsheets for data entry for statistical reports, and compiling and preparing statistical reports.

Updates data on computer daily, copies accident reports and documents related to cases and distributes to required departments, including Indiana State Police.

Researches and responds to inquiries from other departments, other law enforcement agencies, attorneys, insurance companies, and the public on accident and case reports, including receiving monies and disbursing receipts when distributing copies of various reports and files.

Organizes accident photo archives, providing staff, other department, insurance companies, law firms, and the public with copies upon request, organizes and communicates plan for payment of fees and pre-paid postage to Sheriff's office, receiving monies and disbursing receipt upon payment.

Maintains department case files, including retrieving, organizing, and preparing files, researching requests for files, case reports, accident reports, fingerprint cards, jail incarcerations, photos from incarcerations, and notifying victims of case status as directed by Sheriff's office, Officers, and Detectives.

Maintains records of juvenile arrests, including logbook, folder preparations and filing of confidential juvenile reports and files.

Prepares reports for Uniform Crime Reporting Center from data received each month.

Assists Training Officer in producing, maintaining, and updating department training manuals, including detailed instructions on policies and procedures for assigned training manuals.

Updates department employment application forms and job descriptions as required.
Performs various secretarial duties, such as typing reports, spreadsheets, data entry, faxing or assisting staff as needed.

Answers telephone and greets office visitors, determining the nature of the call, providing requested information and assistance, scheduling appointments, taking messages, and/or routing to appropriate person or agency.

Serves as Notary Public.

Processes fingerprint requests from the public for employment purposes and licensing needs.

Performs duties of other Clerks/Secretaries in their absence or as needed.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma/GED, with secretarial/bookkeeping training or experience preferred.

Possession of Public Notary certification or willingness to obtain.

Knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to make practical applications of basic bookkeeping principles, including collecting payments, making receipts, and accurately recording transactions.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and reports.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, postal machine, telephone, typewriter, fax, and copier.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, attorneys, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access while maintaining confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended and/or evening hours and travel out of town for meetings.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established policies and procedure, with priorities determined by supervisor and court deadlines. Errors in incumbent's work are usually detected through supervisory review and notifications from other departments,

agencies, or the public. Undetected errors may result in loss of time and money for the department and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, attorneys, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Office Manager and/or Sheriff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying objects weighing less than 40 pounds, handling/grasping objects, and exposure to violent/irate individuals. Incumbent occasionally works extended and/or evening hours.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.