



CAREER OPPORTUNITY

Job Title: Clerk III – Jail Booking
Department: Sheriff/Jail Department
Reports To: Jail Superintendent/Jail Administrator
Location: 405 Randle, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 6- \$20.08hr (plus shift differential if applicable).
Hours of Work: Shift work and weekends possible.
Closing Date: Until filled

QUALIFICATIONS

- A high school diploma or equivalent and two (2) years related experience are required.
- Madison County, IL residency requirements must be met within 6 months of hire.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Interviews prisoners and enters booking data into computer system.
- Utilizes LEADS to conduct warrant checks.
- Communicates with various officers of the court and police agencies.
- Sends directed messages to various agencies.
- Maintains initial appearance list to assure that newly booked prisoners are seen by a Judge in a timely manner.
- Maintains and updates records and files within the booking office.
- Inventories and logs bond money, prisoner money, and property.
- Monitors time served sentences to assure that prisoners are discharged at appropriate time.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Qualified individuals please submit resume and applications to:

Jaimie Linton, Madison County Sheriff's Office, 405 Randle, Edwardsville, IL 62025, - or jmlinton@madisoncountyl.gov

https://www.madisoncountyl.gov/departments/sheriff/job_application-sheriff_jail.php