



Jim Root
Sheriff, Macon County
333 S. Franklin St.
Decatur, Illinois 62523



JOB POSTING

SUBJECT: Macon County Sheriff's Office Records Clerk

HOURS: 8:30 AM – 4:30 PM Monday- Friday

Wages: \$14.50 per hour

The Macon County Sheriff's Office is seeking qualified individuals capable of performing clerical duties in an office environment. Eligible candidates must be able to multi-task, work in a team environment, and maintain confidentiality. Other requirements include basic computer and typing skills, data entry capability, and interpersonal and communication skills dealing with co-workers and the public. Candidates must be willing and successfully able to be fingerprinted and pass a comprehensive background investigation. This position is thirty-five hours per week and is considered full-time.

Applications can be located on our website [Employment \(sheriff-macon-il.us\)](http://Employment(sheriff-macon-il.us)) or picked up in person at 333 S. Franklin St, Decatur, IL 62523 (Monday-Friday 8:30 am-4:30 pm).

If you have any specific questions, please direct them in writing to mjedlicka@sheriff-macon-il.us. Please submit resumes and applications to mjedlicka@sheriff-macon-il.us or in person to the attention of Chief Deputy Jedlicka. Please mark emails and dropped envelopes with "Clerical."

The applicant chosen shall serve a probationary period under the AFSCME collective bargaining agreement. The CBA covers this position with AFSCME.

Applications will be accepted through July 18, 2023, at 430 pm.

Benefits include:

Health Insurance
Dental Insurance
Vision Insurance
Life Insurance

Chief Deputy M. Jedlicka