



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



JOB POSTING

Date Posted: 02/01/2024

We seek a qualified individual to join the Macon County Sheriff's Office Clerical Division. The details of the position are as follows:

Position: Records Clerk

Hours: 8:30 AM – 4:30 PM, Monday-Friday

Wages: \$15.25 per hour

Responsibilities:

- Perform clerical duties in an office environment
- Multi-task and work efficiently in a team setting
- Maintain confidentiality of sensitive information
- Possess basic computer and typing skills
- Conduct data entry tasks accurately
- Demonstrate interpersonal and communication skills for interactions with co-workers and the public

Requirements:

- Pre-employment fingerprinting
- Successful completion of a comprehensive background investigation

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 write to mjedlicka@sheriff-macon-il.us. Please submit resumes and applications to the same address or in person to the attention of Chief Deputy Jedlicka. Please mark emails and dropped envelopes with "Clerical." The selected applicant will undergo a probationary period under the AFSCME collective bargaining agreement.

Benefits:

- Health, Dental, Vision and Life Insurance

Applications will be accepted through February 15, 2024.

Chief Deputy M. Jedlicka



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