



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



Sheriff's Records Clerk Job Description

Salary \$26,390.00 + Benefits

- Perform duties for the office.
- Must have high school diploma or possess a GED.
- Possess knowledge of office skills.
- Be able to work in an office environment.
- Basic computer, typing skills
- Good communication skills are a must.

Must not have any felony or certain misdemeanors.

**Last day to submit application to Chief Deputy Kris Thompson is
Wednesday, March 15, 2023 at 4:30 p.m.**

Applications are available:
Macon County Sheriff's Office
333 South Franklin Street
Decatur, IL 62523