The LaSalle County Sheriff Office is accepting applications for the position of Office Clerk (Floater position) whose primary function is to back-up/fill in for all clerical positions in the office. This Clerk position also has the additional daily duties as described in the job attached job description.

Department:  Sheriff Office  
707 East Etna Road  
Ottawa, IL  61350

Work Week:  Fulltime / 8 hr shift

Starting Pay: $11.75 per hr, with an additional $0.50 per hour after 6 months probationary period is completed. The county also offers health insurance and twelve holidays per year.

See Job Description for Duties, Minimum Qualifications, and Physical Demands

Interested persons should apply by completing a county employment application and returning it to:

LaSalle County Sheriff Department  
Attn: Mike Renner  
707 East Etna Road  
Ottawa, IL  61350

Or email: mrenner@lasallecounty.org
CLERK 1 (FLOATER)

1. The primary function of this position is to back up – fill in for all clerical positions in Sheriff’s Office and assist daily as needed with work or projects and to be able to perform all duties of all clerk positions in the office in their absence or as needed.

2. Daily fax to all media jail report.

3. Sort all mail and deliver to appropriate place or person.

4. Data entry of all warrants writs, capias and your warrants into system and maintain warrant menu.

5. Communicate with the Circuit Clerks office regarding additional information needed by dispatch for warrant entry into LEADS. (Copy of tickets, etc).

6. Renew all body attachments on a weekly basis or as needed.

7. Sign for all warrants and recalls and route to proper place or person.

8. Maintain sex offender viewing register for public.

9. Mail out to all schools, day cares and other agencies as required, on a quarterly basis a sex offender list.

10. The primary function of this position is to learn all clerical positions in Sheriff’s Office and assist daily as needed with work or projects and to be able to perform all duties of all clerk positions in the office as needed.

11. Fill-in / back-up Records Clerk III, Civil Process Clerk II, and Jail Clerk II, Civil Entry Clerk II as needed for vacations, personal days, sick days or other absences from the office, or projects.

12. Fill-in/ back-up Civil Process Clerk II with the return of service (daily work) as needed when CPC II is setting up and returning service of tax notices.

13. Fill-in / back up Records Clerk III as needed with daily or when work load is overwhelming.

14. Fill-in / back up Jail Clerk II as needed with daily or when work load is overwhelming.

15. Work closely with or fill in for Administrative Assistant as needed.


17. Any and other duties as assigned by the Sheriff.
Employment Application
Please complete all questions for employment consideration

Name__________________________________________
First_________________Middle Initial_________________Last_________________

Present Address__________________________________________
Street_________________City_________________State_________________Zip_________________

Home Phone_________________Cell Phone_________________

List any additional names you have used which will permit us to check your work record_________________

Type of work or position applied for?_________________☐ Full Time ☐ Part Time

Date Available to Begin work_________________

Days Available_________________Hours Available_________________

Describe why you are qualified for the position (Please attach current Resume) _______________________

____________________________________________________________________________________________

Have you ever applied at or been employed by LaSalle County before? ☐ Yes ☐ No

If yes, when?_________________

If you have relatives employed by LaSalle County, their name(s)/relationship(s)_________________

____________________________________________________________________________________________

If you would be engaged in any other work while in our employ, please explain_________________

____________________________________________________________________________________________

Are you legally entitled to work in the United States? ☐ Yes ☐ No

If hired, can you provide documentation of this eligibility? ☐ Yes ☐ No

Are you over 16? ☐ Yes ☐ No
HISTORY OF EMPLOYMENT

List your complete employment record (including temporary, regular, and part-time) in date order. List the most recent first. Include military service if applicable.

MOST RECENT EMPLOYER
Are you currently working for this company?  □ Yes  □ No  If yes, may we contact?  □ Yes  □ No
Company Name_________________________________  Phone Number__________________________
Address__________________________________________________________________________________
Supervisor’s Name/Title_________________________________  Contact Information:____________________
Starting Position_________________________________  Ending Position______________________________
From _________ To ___________ Brief Job Description________________________________________________

Reason for Leaving__________________________________________________________

EMPLOYER
Are you currently working for this company?  □ Yes  □ No  If yes, may we contact?  □ Yes  □ No
Company Name_________________________________  Phone Number__________________________
Address__________________________________________________________________________________
Supervisor’s Name/Title_________________________________  Contact Information:____________________
Starting Position_________________________________  Ending Position______________________________
From _________ To ___________ Brief Job Description________________________________________________

Reason for Leaving__________________________________________________________

EMPLOYER
Are you currently working for this company?  □ Yes  □ No  If yes, may we contact?  □ Yes  □ No
Company Name_________________________________  Phone Number__________________________
Address__________________________________________________________________________________
Supervisor’s Name/Title_________________________________  Contact Information:____________________
Starting Position_________________________________  Ending Position______________________________
From _________ To ___________ Brief Job Description________________________________________________

Reason for Leaving__________________________________________________________
Please explain all periods of unemployment within the past 5 years (periods of 4 weeks or more)

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<th>Reason</th>
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**EDUCATIONAL BACKGROUND**

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<th>Dates Attended</th>
<th>Date Graduated</th>
<th>Diploma / Degree Certificate</th>
<th>Grade Point / Honors</th>
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<tr>
<td>BUSINESS / TRADE</td>
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<td>COLLEGE / UNIV.</td>
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**TRAINING OR EXPERIENCE PERTINENT TO THE JOB**

Computer Skills: __________________________________________
________________________________________________________________
________________________________________________________________

Equipment/Vehicles: __________________________________________
________________________________________________________________
________________________________________________________________

Other Skills / Qualifications: _________________________________
________________________________________________________________
________________________________________________________________

Please read thoroughly before signing

It is understood that this application is not an obligation of employment. This application will remain active for 90 days. Reapplication is necessary after that time period.

I hereby authorize the County to investigate all references and former employment, and I release from liability those supplying such information. Upon offer of employment, I may be required to take a drug test and may also be required to demonstrate my ability to meet the physical requirements necessary to perform all job duties by passing a physical evaluation test. All testing will be at the County’s expense. I realize that an offer of employment is contingent upon my test results being substance-free and satisfactory information being received from physical testing professionals & reference sources.

I will provide proof of my eligibility to work on the date of hire as required by “The Immigration Reform and Control Act of 1986”.

I understand that my employment, unless covered by a collective bargaining agreement, is not governed by any written or oral contract and is considered an “at will” arrangement. I understand that I am free, as is the County, to terminate employment at any time for any reason or for just cause, so long as there is no violation of applicable Federal or State law or valid collective bargaining agreement.

I understand that if employed in a position governed by a collective bargaining agreement to which the County is a party that once I am covered by that agreement its terms may supersede some of the statements in this acknowledgement of understanding.

I state that the information on this application is true and complete. False statements, misrepresentations, or omission may be cause for cancellation of an employment offer or termination, even if already employed. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

Signature ______________________________ Date

DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER USE

Approved: Elected Official/Department Head ______________________________ Signature ______________________________ Date

Start Date __________ Exempt/Rate __________ Non-Exempt/Rate __________

Full-Time __________ Part-Time __________ Position ______________________________

LaSalle County is an Equal Employment Opportunity Employer