



**POSITION VACANCY NOTICE**  
**INTERNAL and EXTERNAL POSTING**

**DATE POSTED:** November 25, 2020  
**OFFICE:** Sheriff's Office  
**POSITION CLASSIFICATION:** Records Clerk

**Position Requirements:** Summit County Sheriff's Office is seeking a well-qualified Records Clerk. The position performs a range of job functions to include: front desk receptionist, telephone answering and transfer, paperwork filing and criminal justice records processing. The primary work location is the front desk and public counter at the Sheriff's Office located in the Justice Center in Breckenridge, CO.

The ideal candidate will be a team-oriented professional with data entry, telephone, word processing, and communication skills. The candidate should have excellent customer service demeanor in answering phone and in-person questions and providing clear directions and accurate referrals in a high volume work environment.

The candidate will be detail-oriented and accurate in work product. The selected candidate will demonstrate a proven ability to quickly absorb and understand unfamiliar subject matter.

**Required Qualifications:** One year clerical experience required. This requirement may be considered through equivalency of professional administrative and customer service positions. College degree and experience working in the criminal justice and legal fields preferred. Must be able to pass a background check, psychological and polygraph to work with Criminal Justice Records. Must possess a valid Colorado driver's license at the time of appointment and throughout employment and be capable of safely operating a motor vehicle. Candidates proceeding in the process will be required to complete a Sheriff's Office Civilian Application.

**Hiring Range:** S40, Non-Exempt. \$17.35 to \$19.08/hour, DOQ. Summit County offers an excellent benefit program

**Application Deadline Date:** This position is open until filled. To apply, please submit a professional cover letter and resume to Records Supervisor Mary White, by mail to PO Box 210, Breckenridge, CO 80424, in person at 501 N. Park Avenue, Breckenridge, CO 80424 or via email to [Mary.White@summitcountyco.gov](mailto:Mary.White@summitcountyco.gov). External candidates are also required to submit a Civilian application available at <https://www.summitcountyco.gov/DocumentCenter/Index/677>

**EQUAL OPPORTUNITY EMPLOYER**