

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS CLERK I

POSITION CODE: 09771
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, in a state correctional institution, performs simple routine and repetitive clerical tasks following established procedures, but occasionally performs a variety of tasks of some complexity requiring independent work decisions; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, sorts, and distributes incoming mail; sorts and stamps outgoing mail manually or by machine; prepares packages, printed matter and other materials for mailing; acts as receptionist for visitors.
2. Maintains trust fund ledgers; processes and posts receipts and disbursements; prepares monthly form reports.
3. Maintains perpetual record file of all assignments and transactions of residents, including job transfer accessions and separations; sorts, files and pulls various records according to a relatively complex filing system; assists with property control and contingent records.
4. Tabulates daily count of residents, maintaining a perpetual count; balances tabulations with information on assignment cards, and informs chief guard; notifies all officers in the event of an escape.
5. Escorts residents to and from cell houses and frequented areas; searches residents.
6. Interviews residents in response to routine requests; notarizes documents for residents; cooperates with law enforcement agencies in regard to requests for information about residents; serves as secretary of the merit staff.

CORRECTIONS CLERK I (Continued)

7. Reports infractions of rules by residents and employees to superior officers for disciplinary action; inspects quarters of residents for contraband and checks on sanitary conditions; searches for contraband and escapees whenever necessary.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires six months of clerical or office work.

Requires completion of an approved course in guard training within six months of employment.

Knowledges, Skills, and Abilities

Requires working knowledge of institutional rules, regulations and requirements for the control of residents.

Requires working knowledge of business English, spelling and commercial arithmetic.

Requires ability to plan and lay out work according to requirements of assignment and to lead residents by examples and instruction.

Requires ability to prepare and maintain records and reports.

Requires ability to maintain satisfactory working relationships with other employees and residents and law enforcement officers.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees or residents.

Requires ability to understand and follow oral or written instructions.

Requires ability to think clearly and exercise forceful initiative in emergency situations.