

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS CLERK II

POSITION CODE: 09772  
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, in a state correctional institution, supervises employees performing simple, routine and repetitive clerical tasks, or performs individual work involving complex and important responsibilities; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises computation of statistical reports, checking same for accuracy and completeness.
2. Assists superior in reviewing problems concerning nonroutine policy and procedural determinations.
3. Receives monies for deposit to resident and officers' trust funds, and maintains proper records on same.
4. Receives, censors and maintains records of all residents and employees' correspondence, and tabulates the quantity received.
5. Codes, classifies, files and directs the filing of all materials, using a relatively complex filing system; exercises responsibility for the preparation of a variety of important records and reports.
6. Escorts residents to and from cell houses and frequented areas; searches residents.
7. Holds interviews with residents in regard 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; keeps perpetual count of all residents; balances tabulations with information on assignment cards, and informs chief guard; notifies all officers in the event of an escape.

## CORRECTIONS CLERK II (Continued)

8. 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.
9. 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 of high school.

Requires two years clerical experience.

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

#### Knowledges, Skills, and Abilities

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

Requires working knowledge of office methods and procedures.

Requires working knowledge of business english and 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 maintain and keep records.

Requires ability to make minor decisions in accordance with laws, rules and regulations and to apply departmental policies to everyday work problems.

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 understand and follow oral or written instructions and to interpret and apply procedural rules and regulations.

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