

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS CLERK III

POSITION CODE: 09773  
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, in a state correctional institution, supervises a large number of employees performing a variety of routine and repetitive clerical tasks, or independently performs a variety of complex tasks requiring independence of action; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Maintains perpetual inventory of a large variety of mechanical or agricultural stores in a correctional institution.
2. Supervises a large staff of employees performing a routine and repetitive clerical task, or several smaller units performing a variety of related functions.
3. Assists in the supervision of the administration of a large institutional recordkeeping operation.
4. Assists supervisor in tabulation of reports on incarcerations, parole, offenses, and other related institutional statistics.
5. Reports infractions of rules by residents and employees to Correctional Officers for disciplinary action; inspects quarters of residents for contraband and escapees whenever necessary.
6. Escorts residents to and from cell houses and frequented areas; searches residents.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CORRECTIONS CLERK III (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

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

Requires one year clerical supervisory experience.

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

#### Knowledges, Skills, and Abilities

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

Requires extensive knowledge of office methods and procedures.

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 example and instruction.

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

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.

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