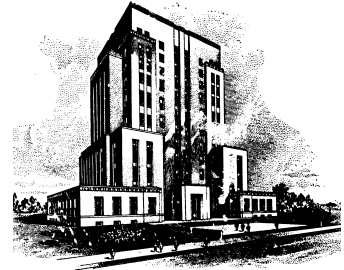


# Racine County Purchasing Department

Racine County Courthouse  
730 Wisconsin Avenue  
Racine, WI 53403-1274  
Phone (262) 636-3700  
Fax (262) 636-3763

Duane McKinney  
Purchasing Coordinator



September 27, 2018

Dear Prospective Bidder:

You are invited to submit a sealed bid to provide staffing of the Public Information Counter Clerk, Central Control Clerk and Clerical Clerk staff positions for Racine County Jail located at 717 Wisconsin Avenue, Racine, Wisconsin.

Sealed bids are due on or before 2:00 p.m. local time Monday, November 05, 2018 at the office of the Racine County Purchasing Department, Courthouse 4th floor, 730 Wisconsin Ave., Racine Wisconsin 53403. Racine County reserves the right to accept or reject any or all bids, waive all technicalities, and to choose the offer deemed most advantageous to Racine County.

## Special Instructions

Please be sure to complete one (1) original and three (3) copies of your entire bid package, including the signature page. To return your bid please follow the instructions listed below:

1. Place the signature page on top as page 1.
2. Clearly label your sealed bid "**RCJ CLERK POSITIONS: NOV 05, 2018**" in the lower left-hand corner.
3. Mail to:  
Purchasing Coordinator  
Racine County Courthouse, 4th floor  
730 Wisconsin Avenue  
Racine, Wisconsin 53403

Any questions regarding this Request for Proposal must be submitted in writing and directed to:  
Duane McKinney, Purchasing Coordinator  
Racine County  
Facsimile: 262-636-3763  
[Duane.McKinney@racinecounty.com](mailto:Duane.McKinney@racinecounty.com)

Sincerely,

Duane McKinney  
Purchasing Coordinator

Encl: Bid Package

## INVITATION FOR BID

### RCJ CLERK POSITIONS

Bid #18-RCJ-001

#### I. GENERAL SCOPE

RACINE COUNTY JAIL is seeking bids to provide staffing for the Public Information Counter Clerk, Central Control Clerk and Clerical Clerk staff positions located in the secure area of the Racine County Jail, 717 Wisconsin Avenue, Racine Wisconsin.

Contract will be for the period January 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2021. Racine County reserves the right to renew this agreement for two (2) additional one-year periods at the rates set forth in the bid.

#### II. INSTRUCTIONS TO BIDDERS

##### A. BIDDER'S QUESTIONS

Bidders are reminded to **carefully** examine the Invitation for Bid (IFB) and specifications upon receipt. At the time of bid opening, each bidder will be presumed to have read and to be thoroughly familiar with the contract documents, including all addenda. Failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from an obligation in respect to his/her bid.

Bidders should make a written request to Duane McKinney, Purchasing Coordinator, for interpretation or correction of any of the printed material. Questions must be received no later than Friday, October 12, 2018 at 5:00 p.m. local time. Questions received after this date and time will not be answered.

Answers to properly submitted questions will be provided to all specification holders in the form of an addendum by Friday, October 19, 2018. The addendum will include a list of the questions asked and Racine County's responses to them.

E-mail: [Duane.McKinney@racinecounty.com](mailto:Duane.McKinney@racinecounty.com)

Facsimile: (262) 636-3763

##### B. METHOD OF BID

Bidders shall submit bids on the Bid Form provided. Bids written in pencil or in a format other than the attached worksheets will be rejected. Erasures or corrections of mistakes on Bid Form will be initialed or signed by bidder. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

##### C. PROPRIETARY INFORMATION

Any information held to be proprietary by a bidder must be plainly marked as such and may not include pricing.

##### D. INCURRED COSTS

Racine County is not liable for any costs incurred in replying to this IFB.

E. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be held at 1:30 p.m. local time on Wednesday, October 17, 2018, in the Jail Administration conference room of the Racine County Law Enforcement Center located at 717 Wisconsin Avenue, Racine WI. Vendors are to meet in the lobby area after proceeding through security. The pre-proposal site visit is not mandatory but will provide a more accurate description of the duty stations.

The site visit will be for the purpose of touring the three area positions in the secure portion of the Racine County Jail related to the RFP and the services to be contracted.

F. ADDRESSING OF BIDS

Sealed envelope shall be marked with bidder's return address, and shall be addressed as follows:

TO: PURCHASING COORDINATOR  
RACINE COUNTY COURTHOUSE, 4th floor  
730 WISCONSIN AVE  
RACINE, WI 53403

On the lower left-hand corner of the sealed envelope write:  
**"RCJ CLERK POSITIONS, DUE: NOV 05, 2018"**

G. ONE (1) ORIGINAL AND THREE COPIES ARE REQUIRED

Unless otherwise specified, one (1) original and three (3) copies of the bid on prescribed forms and other required information as specified in V. CHARACTER OF BID will be required.

H. DUE DATE

Bids are to be received at Racine County Courthouse by 2:00 p.m. local time Monday, November 05, 2018, in the office of the Racine County Purchasing Coordinator. The bids will then be publicly opened and read aloud.

I. ADDENDA

If it becomes necessary to revise any part of this IFB or otherwise provide additional information, an addendum will be issued by the County and furnished to all individuals who have received copies of the original IFB. Bidders are required to acknowledge receipt of all addenda by signing where indicated and including a copy with their bid.

J. WITHDRAWAL OF BIDS

Bids may be withdrawn by written, electronic or facsimile request received from bidder prior to time and date(s) fixed for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened. Withdrawn bids will be returned unopened prior to the time and date set for bid opening.

K. AMENDMENTS TO BIDS

Each bidder will be allowed a period of forty-eight (48) hours after the time and date set for receipt of bids to notify the County in writing of a material mistake in the bid. Failure of bidder to notify the County in the manner and within the time limit specified above will constitute a waiver by the bidder of all rights and remedies relative to a material mistake.

Formal bid amendments thereto, or requests for withdrawal of bid received by Racine County after time specified for opening will not be considered.

L. LATE BIDS

Late bids will not be accepted and will be returned unopened.

M. BIDS BIDDING 60 DAYS

Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid opening.

**III. TERMS AND CONDITIONS**

A. CONTRACT TERM

The term of the contract shall be from January 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2021. The contract shall be renewable for up to two (2) additional one (1) year periods at Racine County's option based on the proposed percentage increases.

B. COUNTY'S RIGHT TO SUSPEND WORK OR TERMINATE CONTRACT

The County shall have the right at any time to terminate or suspend all or any part of the work under this contract or to decrease the amount thereof and in such case the Service Provider shall be paid for the work done and materials furnished at the rates fixed hereunder as estimated by the Service Provider and approved by the County but in any case, County shall not be held liable for any cost or profit for work not yet done.

This agreement may be canceled without penalty or obligation of any kind, except as may otherwise be specifically set forth as an exception to this clause, identifying it by number or otherwise, by Racine County by, for or on behalf of itself or its agencies, departments, officers, agents or employees immediately upon written notice to all parties that sufficient funds have not been budgeted for the obligations under this agreement.

C. COUNTY'S RIGHT

County reserves the right to disapprove of any Service Provider candidate and demand that an alternate person be assigned to Jail premises.

D. INDEMNITY AND INSURANCE

To the fullest extent permitted by law, the Provider agrees to indemnify and hold harmless the Purchaser, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Provider or any subcontractor of the Provider, or any officer, employee or agent of the subcontractor of the Provider, or any other person for whom Provider is responsible. The Provider shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Provider's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the Purchaser.

The provider shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and

licensed by the Wisconsin Insurance Department in an amount deemed acceptable by Purchaser. Upon the execution of this Contract and at any other time if requested by Purchaser, Provider shall furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, within five working days, cause notice in writing thereof to be given to Provider by certified mail, addressed to its post office address.

The Provider shall:

- a) Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
- b) Maintain commercial liability, bodily injury and property damage against any claim(s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including product liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

A Certificate of Insurance for each coverage required under this Contract showing the name of the Service Provider, the insurance company, the type of insurance, the policy number, the effective date, the expiration date, the limits of liability and a description of the operation to which the coverage applied shall be furnished to the County before the work is started. This certificate of insurance shall contain a provision requiring a minimum of ten (10) days notice of cancellation or material change. If any change or cancellation is made, County shall be notified in writing.

Racine County, its officers and employees shall be listed as additional named insureds on Provider's general liability insurance policy for actions and/or omissions performed pursuant to this contract.

**E. INDEPENDENT CONTRACTORS**

All workers employed by Service Provider pursuant to this contract are independent contractors and will not be considered employees of Racine County.

**F. INDEPENDENT CONTRACTOR WORK RULES**

In addition to the above-listed requirements, the following shall apply to all of Contractor's assigned to Racine County Jail.

1. Parking: Meter parking is available around the Law Enforcement Center. Street parking is available outside a one block area.
2. Eating: Contractor's staff may eat in the employee break room. Food and beverages may be purchased from the Jail's Kitchen. Food and beverages are prohibited in any other area of the facility.
3. All applicable safety equipment, rules and procedures shall be used and/or followed.

4. Intoxicants, Drugs and Disorderly Conduct: Contractor's staff may not enter the facility or while in the facility become intoxicated, be under the influence of controlled substances, engage in practical jokes, or act in a disorderly manner.
5. Racine County Jail Staff reserve the right to search and limit the equipment, materials and supplies brought on site by the Contractor or its employees.
6. Inmates: Contractor's staff will not physically intercede with inmates. Any information obtained or learned about Racine County Jail inmates during the course of work is confidential and, as such, not to be discussed outside the facility.
7. Contractor's staff may not give inmates any items unless authorized by Jail supervision.
8. Contractor's staff may not use any electronic devices that is not job related.
9. Smoking is prohibited within the Law Enforcement Center and up to 25 feet beyond the building. Any of the Contractor's staff who violate this rule shall be removed from the site and not allowed to return.
10. All of contractor's staff assigned to the three positions in the proposal must wear an identifying picture ID tag supplied by Racine County. A uniform shirt and appropriate business pants will be supplied by the contracting agency and approved by the Racine County Sheriff's Office.

G. INDEPENDENT CONTRACTOR'S THEFT

1. Racine County, its employees and agents, who have probable cause to believe that an employee of the Service Provider has taken, carried away, or concealed property belonging to County and/or inmate of Racine County Jail with the intent of permanently dispossessing County and/or inmate of such property may detain the person in a reasonable manner for a reasonable length of time.
2. If at any time during the term of this contract, County is reasonably satisfied that employees of the Service Provider have taken away or carried away or concealed property belonging to County and/or inmate with the intent to permanently dispossess County and/or inmate of such property, County reserves the right to immediately demand a replacement from the Service Provider with the understanding that service Provider employee will be compensated on a prorated basis for the number of work days completed for that month up to and including the day of termination of the contract.
3. Service Provider agrees to indemnify County and/or inmate for the value of any property for which it is established that such property was stolen by an employee of the Service Provider.

H. NON-DISCRIMINATION

The successful vendor agrees not to discriminate against any person, whether a recipient of services (actual or potential), an employee or an applicant for employment on the basis of age, race, religion, sex, handicap, national origin or ancestry, sexual orientation, marital status, disability or physical appearance. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion,

transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. The vendor agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The successful vendor shall, in all solicitations for employment placed on its behalf or by the employer, state that it is an "Equal Opportunity Employer".

**I. AFFIRMATIVE ACTION**

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor page, you indicate your acceptance and compliance.

**IV. SERVICE PROVIDER REQUIREMENTS**

The awarded Service Provider shall:

1. Hire adequate staff to cover one Public Information Counter Clerk position twenty-four (24) hours per day, seven (7) days a week, including holidays. Hire adequate staff to cover one Central Control Clerk position twenty-four (24) hours per day, seven (7) days a week, including holidays. Hire adequate staff to cover one Clerical Clerk position eight (8) hours per day, 5 days per week Monday-Friday, excluding holidays (New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve). The detailed job description is attached as Appendix A.
2. One of the Clerk positions for the Public Information Counter will be a Site Supervisor position. This position will be responsible for the contracted employees on site including scheduling, disciplinary procedures, taking sick calls and acting as a liaison between the service provider and Racine County. This position is for only 40 hours per week.
3. Assure an adequate pool of back-up staff to provide service during scheduled and unscheduled absences of regular staff. Please provide in your bid, your plan to achieve this requirement and what the County's compensation is if this requirement is not meet.
4. Please include your service provider employee break schedule in your bids.
5. Supply Jail Administration with a staff schedule at least two weeks in advance.
6. Any shortages in monies received from the public by service providers employees, service provider will be responsible for reimbursing these funds within five business days.

7. Bids will include all training costs associated with the Public Service Counter position and the Central Control position. The service provider will be responsible for training these two positions. Racine County will provide the training for the Property Clerk position.
8. Provide drug screening tests for all candidates. Results shall be available to Racine County Sheriff Office upon request.
9. Provide adequate information for the Racine County Sheriff Office to conduct security background checks before the candidate begins the training process.
10. All service provider employees must complete a Racine County Sheriff Office authorized PREA training and sign a "Jail Rules of Conduct" before starting employment at the jail. The service provider is responsible for all costs associated with the PREA training.
11. Provide bonding for all staff required to cover the position.
12. Not subcontract work under this contract without the express written permission of Racine County.
13. Guarantee that all employment policies conform to Affirmative Action/Equal Opportunity Employment legal requirements.
14. Have in place employment policies with a graduated disciplinary policy that addresses unplanned absences, tardiness, substandard performance and issues of sexual harassment
15. Shall provide the name and phone number of a Provider employee who would be available 24/7/365 to assist the County in the event of a problem with a contract employee.
16. Invoice the Racine County Sheriff Office on a weekly basis. Invoice should list the name, date, hours, bill rate and total for each clerk.
17. Submit all bills (reflecting net payment due) by the 10th day following the close of the month. Billings received by the 10th day shall be reimbursed within 15 business days.
18. Submit references from at least three (3) commercial clients, if possible from correctional facilities.

#### **V. CHARACTER OF BID**

Submitted documents will include the following:

1. Certification of Vendor page.
2. Completed Bid Form detailing the bill rates and any other charges to provide the services as stated above.



3. Scheduling of clerks to cover the 24-hour, 7-day week, 365-day year for the Public Information Clerk and Central Control Clerk positions. Provide in your bid, your plan to achieve this requirement and what the County's compensation is if this requirement is not meet.
4. Scheduling of Clerical Staff positions to cover the 40 hour, 5 days per week (Mon-Fri) excluding the holidays mentioned above.
5. References from at least three (3) commercial clients.
6. Any other information relevant to the Invitation for Bid.

#### **IV. AWARD**

##### **A. AWARD CONDITIONS**

The County of Racine, through its duly authorized agents, reserves the right to reject any, or all bids, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County. All bidders, by submission of their respective bids, agree to abide by the rules, regulations, and procedure of Racine County. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts the bid.

##### **B. NEGOTIATE**

Racine County reserves the right to negotiate price with successful bidder prior to awarding contract and during the contact period.

##### **C. NOTICE OF AWARD/NON-AWARD**

Written notice of award or non-award to bidders in the form of a letter will be mailed to the address shown on the bid and will be considered sufficient notice of acceptance/non-acceptance of bid.

##### **D. RESULTS OF BID**

Bidders may secure information pertaining to results of the bids by request to the County Purchasing Department, Monday through Friday, between 8:00 a.m. and 5:00 p.m. or by e-mail to [Duane.McKinney@racinecounty.com](mailto:Duane.McKinney@racinecounty.com).

## BID FORM

### PUBLIC INFORMATION COUNTER CLERK POSITION

Bid #18-RCJ-001

Indicate the hourly charge for 2019.

#### 8 HOUR SHIFT – BILL RATE

	1 <sup>st</sup> shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Site Supervisor
Weekday	_____	_____	_____	_____
Saturday/Sunday	_____	_____	_____	_____
Holiday	_____	_____	_____	_____

#### PERCENTAGE INCREASES

Indicate the maximum percentage increase in hourly rates for 2020, 2021, 2022, 2023

Maximum percent increase for 2020 \_\_\_\_\_  
Maximum percent increase for 2021 \_\_\_\_\_  
Maximum percent increase for 2022 \_\_\_\_\_  
Maximum percent increase for 2023 \_\_\_\_\_

\* Yearly increases still need to be negotiated and agree upon by both parties

#### OTHER CHARGES

List and explain any other charges:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### CONTACT PERSON

The Provider employee responsible for day-to-day administration of this contract will be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## BID FORM

### CENTRAL CONTROL CLERK POSITON

Bid #18-RCJ-001

Indicate the hourly charge for 2019.

#### 8 HOUR SHIFT – BILL RATE

	1 <sup>st</sup> shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
Weekday	_____	_____	_____
Saturday/Sunday	_____	_____	_____
Holiday	_____	_____	_____

#### PERCENTAGE INCREASES

Indicate the maximum percentage increase in hourly rates for 2020, 2021, 2022, 2023

Maximum percent increase for 2020 \_\_\_\_\_  
Maximum percent increase for 2021 \_\_\_\_\_  
Maximum percent increase for 2022 \_\_\_\_\_  
Maximum percent increase for 2023 \_\_\_\_\_

\* Yearly increases still need to be negotiated and agree upon by both parties

#### OTHER CHARGES

List and explain any other charges:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### CONTACT PERSON

The Provider employee responsible for day-to-day administration of this contract will be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## BID FORM

### CLERICAL CLERK POSITON Bid #18-RCJ-001

Indicate the hourly charge for 2019.

#### 8 HOUR SHIFT – BILL RATE

	1 <sup>st</sup> shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
Weekday	_____	_____	_____

#### PERCENTAGE INCREASES

Indicate the maximum percentage increase in hourly rates for 2020, 2021, 2022, 2023

Maximum percent increase for 2020	_____
Maximum percent increase for 2021	_____
Maximum percent increase for 2022	_____
Maximum percent increase for 2023	_____

\* Yearly increases still need to be negotiated and agree upon by both parties

#### OTHER CHARGES

List and explain any other charges:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### CONTACT PERSON

The Provider employee responsible for day-to-day administration of this contract will be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## REFERENCES

### RACINE COUNTY JAIL CLERICAL POSITIONS Bid #18-RCJ-001

List at least three (3) references (correctional facilities if possible) to whom you currently provide clerical personnel:

1. Company \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone # \_\_\_\_\_ Internet e-mail \_\_\_\_\_  
Contract Start Date \_\_\_\_\_ Contract End Date \_\_\_\_\_

2. Company \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone # \_\_\_\_\_ Internet e-mail \_\_\_\_\_  
Contract Start Date \_\_\_\_\_ Contract End Date \_\_\_\_\_

3. Company \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone # \_\_\_\_\_ Internet e-mail \_\_\_\_\_  
Contract Start Date \_\_\_\_\_ Contract End Date \_\_\_\_\_

**CERTIFICATION OF VENDOR  
SIGNATURE PAGE**

**RACINE COUNTY JAIL CLERICAL POSITIONS  
Bid #18-RCJ-001**

I fully understand the requirements stated above and certify on behalf of my company we meet the requirements as outlined in the Invitation for Bid.

Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

e-Mail: \_\_\_\_\_

APPENDIX A  
**RACINE COUNTY SHERIFF'S OFFICE  
JAIL CLERK POSITIONS**

**Basic Function**

To maintain safety and security in the Racine County Jail as determined by the Sheriff while performing the below mentioned duties in the most professional, accurate and expeditious manner possible.

**Essential Duties**

These duties are not all inclusive and are subject to change at any time.

**Central Control Clerk Position**

- Maintain security and control of the Racine County Jail.
- Respond to radio, panic, door, fire and other types of alarms.
- Conduct clear, concise, articulate and professional radio transmissions.
- Logging and accountability of keys in and out
- Notifying maintenance of issues that develop
- Monitoring cameras
- Utilizing touch screen computer controls

**Clerical Clerk Position**

- Process incoming/outgoing mail
- Logging entries in
- Deposits money orders
- Book orders (log into computer & send to)
- Mailing of jail related letters
- Filing & Computer entry

**Public Information Counter Clerk Position**

- Processing of admission and release paperwork, entering charges of inmates, processing of other misc. paperwork.
- Filing of paperwork
- Professionally responding to public requests for information concerning the jail and its inmates in person at the 24-hour window and on the phone.
- Prepare all necessary reports and documents related to duties.
- Taking of bond and other payments and issuing of receipts for payments made.
- Faxing and emailing
- Releasing of inmate property
- Maintain confidentiality of department records and other matters.
- 1 – 40 hours per week clerk will be a site supervisor. The site supervisor will be responsible for the contracted employees on site including scheduling, disciplinary procedures, taking sick calls and acting as a liaison between the service provider and Racine County.

**Supervision Received**

In addition to the site manager, staff shall receive supervision from the Captain, Lieutenants, and Sergeants in the jail.

**Qualifications**

- High School diploma or GED equivalent.

- At least 21 years of age.
- Acceptable background history report. Must not have been convicted of a felony unless the judgment or conviction has been reversed or completely pardoned.
- Comply with dress code to include wearing designated uniform. No facial hair (except that which complies with agency standard)
- Prompt and regular attendance
- Must be Bonded and able to count large sums of currency.

**Knowledge, Skills, and Abilities**

- Perform work in an accurate, calm and timely manner in crisis or emergency situation.
- Read, understand and follow agency procedures, court orders, arrest documents, directives, and department manuals.
- Write receipts, reports, memos, maintain logs and handle money.
- Computer skills and data entry.
- Screening of contractors and other visitors

**Physical Requirements**

- Continuously talk, hear, and use vision to include far, near, color, and peripheral vision (67-100% of workday).
- Frequently stand, walk, sit, bend/twist, reach, perform data entry on computer keyboard, lift and carry objects such as food trays weighing up to 5 pounds (34-66% of workday).
- Occasionally stoop, kneel, and crouch to complete tasks.

**Working Conditions**

- Continuous inside work.
- Potential hazard of physical attack or injury.
- Occasional exposure to noise

**Equipment Used**

Basic office equipment such as copy machine, telephone, personal computer, and fax machine.

This document has been prepared to assist in properly evaluating various classes of responsibilities, skill, working conditions, etc., present in the Clerk positions. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities, nor, is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.