



**COUNTY OF SUMMIT**  
invites applications for the position of:  
**Part-Time Inmate Service Worker II**  
SHERIFF DEPARTMENT  
An Equal Opportunity Employer

---

**SALARY:** \$15.76 Hourly

**OPENING DATE:** 04/25/11  
**CLOSING DATE:** 05/03/11

PART TIME (3 POSITIONS)  
11:59 PM

**DESCRIPTION:**

**INTERNAL AND EXTERNAL JOB POSTING**

Under direction: provides social services information and services for correctional facility inmates; assists inmates with family and other problems; conducts interviews; coordinates library and recreational services; receives and records all property received for inmates; coordinates religious services; assists lower level personnel as required; trains and orients new employees; prepares and maintains reports as required. Performs other related duties as required.

**JOB DUTIES:**

**The duties listed below are intended to depict tasks performed by this classification.**

Provides social services information and services for correctional facility inmates; interviews and provides guidance to correctional inmates regarding a variety of issues (e.g. family crisis, religious concerns, education, alcoholism, housing, etc.); acts as a liaison between inmates and outside contacts (e.g., clergy, attorneys, family members, friends, etc.); schedules medical, counseling and related appointments; makes recommendations of appropriate referral agencies to inmates; provides information to inmates on internal programs available to them. Receives, searches and processes inmate property and mail; maintains records on inmate property; checks property for contraband; ensures correctional facility procedures are followed. Prepares reports regarding inmate activities, property received and distributed, social programs, etc.; coordinates volunteer services and religious functions. Instructs and supervises inmates in recreational activities; verifies physical ability to participate with the medical personnel; maintains records on recreational activities. Assists lower level services workers as required; trains and orient new employees.

**MINIMUM QUALIFICATIONS:**

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.** Completion of Associate's Degree requirements in Social Services, psychology, sociology or a related field, plus one (1) year of social service work; completion of eighty (80) hour Sheriff's correctional facility training, or equivalent combinations of training and/or experience. Must possess a valid State of Ohio vehicle operator's license.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.summit.oh.us/>

OUR OFFICE IS LOCATED AT:

175 S. Main Street, Room 103

Akron, OH 44308

330-643-2491

[jobs@summitoh.net](mailto:jobs@summitoh.net)

Job #2011-00065

PART-TIME INMATE SERVICE WORKER II

BH

The County of Summit does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law in employment or the provision of services. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Human Resource Department at (330) 643-2528. Per Codified Ordinance 169.08(c), new employees shall normally be hired at the minimum rate for their classification. Exceptions may be made for new employees who possess outstanding qualifications and/or experience.



**COUNTY OF SUMMIT**  
**invites applications for the position of:**

**Deputy Clerk**

CLERK OF COURTS

An Equal Opportunity Employer

---

**SALARY:** \$13.98 - \$19.56 Hourly  
\$29,078.40 - \$40,684.80 Annually

**OPENING DATE:** 04/25/11  
**CLOSING DATE:** 04/28/11

FULL TIME  
11:59 PM

**DESCRIPTION:**

**EXTERNAL APPLICANTS ONLY**

**Under direction; performs a variety of specialized clerical tasks associated with the operation of an office; operates office equipment; receives and records payments; trains and orients new employees; may supervise other employees on a temporary basis. Performs other related duties as required.**

**JOB DUTIES:**

**The duties listed below are intended to depict tasks performed by this classification.**

Performs a variety of specialized clerical tasks associated with the operation of an office (e.g., prepares billings and other documentation, makes calculations, answers more complex inquiries, provides specialized information to the public, directs parties to appropriate work unit and/or individual, records instruments, maintains logs completeness and conformance to standards); provides assistance, on more specialized clerical matters, to coworkers. Operates a variety of commonly utilized office equipment (e.g., typewriter, personal computer, copier, calculator, postage meter, etc.) to process and produce documentation and to post/record payments and store/retrieve information; enters data into systems utilizing prescribed formats. Receives and records/posts payments (e.g., taxes, fees, assessments, etc.); balances receipts against records; calculates bills and verifies the accuracy of calculations. Prepares a variety of reports associated with operations and/or administration of the department or agency. Provides training and orientation for new employee; provides input into the development or modification of work procedures; may supervise other employees during absence of supervisor.

**MINIMUM QUALIFICATIONS:**

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.** Completion of high school level education supplemented by courses in office practices and procedures and business equipment operation, plus two (2) years of clerical experience. May be required to meet bonding requirements.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.summit.oh.us/>

OUR OFFICE IS LOCATED AT:

175 S. Main Street, Room 103

Akron, OH 44308

330-643-2491

[jobs@summitoh.net](mailto:jobs@summitoh.net)

Job #2011-00060

DEPUTY CLERK

BH

The County of Summit does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law in employment or the provision of services. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Human Resource Department at (330) 643-2528.

Per Codified Ordinance 169.08(c), new employees shall normally be hired at the minimum rate for their classification. Exceptions may be made for new employees who possess outstanding qualifications and/or experience.

---