HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Clerk

DIVISION: Process

CLOSING DATE: 11/30/2026

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention Center no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Law Enforcement Job Description

Position Title: Process / Office Clerk Gulfport Courthouse	**Base Salary:** $30,405.00
Supervised By: Division Captain	

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Process / Office Clerk will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Officer.* They are:

1. Section 1 – Speak, Write, and Read Reports & Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 13 - Present Testimony.

An applicant for the position of Process / Office Clerk in the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Process / Office Clerk who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

SPECIFIC DUTIES:

In addition to the general duties required, a Process / Office Clerk will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Major of Operations. The Records Clerk will:

1. Collect and prepare for entry all Indictments, warrants, summons, orders, subpoena, and other court paper work to be served by the Office of the Sheriff.
2. Collect and prepare for entry and return all Indictments, warrants, summons, orders, subpoena, and other court paper work served by the Office of the Sheriff.
3. Create and disseminate to official personnel, *charts, graphs, and special forms regarding statistical* and *other analysis of crime*;
4. Maintain official records;
5. Index, sort, and develop official recordkeeping systems;
6. Mathematically compute and log statistical figures;
7. Operate standard office machines and equipment to include *typewriters, word processors, computers, printers, calculators,* and *radio/telephone equipment*;

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8. Respond to Freedom of Information Act requests, to include determinations concerning ability to release, and compliance with release dates;
9. Secure office records, and control access to those individuals having an official *need to know*;
10. Any other duty assigned by the Officer in Charge or the Division Captain.

CHAIN OF COMMAND:

This position reports and is accountable to the Officer in charge and/or Division Captain. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. All officers will comply with the position requirements listed under *General Duties and Position Requirements for Sworn Officers*;
2. Must be a graduate of High School or GED Equivalent;
3. Ability to read, write, and speak the English language at 2nd year college level;
4. Must be proficient in typing, data entry, and filing.
5. Demonstrate ability to manage people and programs in a law enforcement agency in a diverse and dynamic community;
6. Independently exercise common sense and good judgment under pressure;
7. Have ability to multi-task;
8. Must maintain attention to detail;
9. Must be able to follow directions with minimum direct supervision.

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