



# SHELBY COUNTY SHERIFF'S OFFICE

## SHELBY COUNTY, ALABAMA

### Support Services

**JOHN SAMANIEGO**  
SHERIFF

380 McDow Road  
P.O. Box 1095  
COLUMBIANA, AL 35051  
PHONE (205) 669-4181  
FAX (205) 669-3865  
WWW.SHELBYSO.COM

**Job Duties:** Support Services personnel are non-sworn employees of the Shelby County Sheriff's Office. Support Services personnel may be assigned to perform duties within the Administrative, Corrections, Criminal Investigations, or Uniform Divisions of the Sheriff's Office. Employees are required to perform a variety of duties including data entry, filing, and processing of paperwork that is received and disseminated by the Sheriff's Office. All work must conform to established laws, policies, and procedures of the Shelby County Sheriff's Office, and to professional standards of law enforcement administration and criminal justice.

Support Services personnel individually or collectively must be able to perform the following:

- Process multiple forms and paperwork including, but not limited to, warrants, incident/offense reports, accident reports, detainers, recall orders, and other criminal justice forms.
- Meet certification requirements to use various criminal justice information databases to check, verify, enter, or remove wanted individuals.
- Work traditional Monday through Friday, daytime hours with the possibility of working some evenings, weekends, and overtime hours.
- Assist the public through teller style windows or through face to face contacts.
- Communicate with the public or other governmental agencies by phone, e-mail, and facsimile.
- Work in an environment that requires sitting or standing for long periods of time.
- Enter and process data via computer for long periods of time.
- Use stepladders to reach files and/or stored equipment and lift loads, usually less than twenty-five pounds.
- Learn and demonstrate a basic knowledge of criminal laws and court procedures.
- Follow established policies, procedures, and guidelines.
- Complete other tasks as assigned.

### Requirements:

**Age:** 19 years of age or older

**Education:** High School Diploma or GED

**Other:** Must be able to demonstrate the ability to type a minimum of 35 words per minute, successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.