

# DEARBORN COUNTY SHERIFF

MICHAEL R. KREINHOP  
301 West High Street  
Lawrenceburg, Indiana 47025  
[www.dearborncountysheriff.org](http://www.dearborncountysheriff.org)



Phone (812) 537-8700

Fax: (812) 537-3629

## **FULL TIME CLERK POSITION OPEN**

The Dearborn County Sheriff's Office is currently accepting applications for the position of Clerk to perform the duties of the sex and violent offender registry coordinator.

The purpose of the sex & violent offender registry coordinator is to be complaint with Indiana law and to enter and maintain information in the Indiana Sex and Violent Offender Registry public web site established under Indiana Code 36-2-13-5.5. The purpose of the Sex & Violent Offender Registry is to inform the public about the identity, location and appearance of every convicted sex or violent offender residing within Dearborn County. Additional duties include preparing civil process papers and protective orders, covering at the front desk, fingerprinting, bonding procedures, data entry, handgun permit applications, and performing criminal history checks.

Applicants will be required to submit to a background investigation, physical fitness testing, interview, drug testing and other procedures that may be deemed appropriate.

Applications and the Authorization and Release for Criminal Background Check forms can be obtained from [www.dearborncountysheriff.org](http://www.dearborncountysheriff.org). Resumes will be accepted only if accompanied by a completed application and a completed background check form. Deadline for all applications and resumes is **April 17, 2017**.

### **Minimum requirements:**

- High school graduate or equivalent G.E.D.
- Must be at least 21 years of age at the time of employment.
- Must not have a felony conviction.
- Must be able to pass a medical examination, drug screen, background investigation and a polygraph examination.
- Possession of a valid driver's license and the ability to operate a motor vehicle.
- Ability to communicate verbally and in writing.
- Working knowledge of the use of computers, e-mail and Microsoft Office programs.
- Must have the physical and mental ability to perform necessary basic duties.
- Must have the ability to maintain control of emotions in stressful situations.
- Must have the ability to work well and effectively with other individuals.
- Ability to maintain a positive relationship with other employees and inmates.

Dearborn County Government is an Equal Opportunity Employer.