

# HELP WANTED ADS - OFFICE

When an employer needs to hire a worker, the employer will write a job description to let job seekers know: 1) Description of the company. 2) Job title. 3) Job duties. 4) Education, skills, work experience needed (known as "qualifications"). Study these job openings to learn how to read online job opening descriptions for office jobs.



## CAREERVILLE CITY SHERIFF DEPARTMENT

### Job Title: SHERIFF SUPPORT CLERK

**Job Description:** 1) Sheriff Support Clerks are expected to develop independent judgment to perform their job duties following strict Sheriff Department policies (ways of doing things). 2) Clerks communicate (talk and listen) with the public and enforcement officers to give information that requires care and good judgment. 3) Clerks do office tasks such as answer calls; take messages; sort mail; make copies; and word process. 4) Clerks interact with convicted felons in the booking process to take fingerprints and photographs. 5) Clerks type and file confidential (secret) documents about undercover investigations, search warrants, crime reports. 6) Clerks collect fees, handle money for inmate prison funds, bail bonds, and prepares daily deposits to banks. 7) Clerks release inmate property. 8) Clerks collect urine and DNA samples when sworn officers are unavailable.

**Job Qualifications:** 1) High school diploma or equivalent. 2) 2 years office experience OR combination of **related** education and office experience to equal two years. (Note: This may include community college Criminal Justice, Business, and Microsoft Suite education). 3) Typing/Keyboarding Certificate with minimum 45 **net** words per minute. 4) Drivers license; no DUI. 5) Skills in grammar and punctuation. 6) Good decision making skills in stress situations. 7) Skills in computer operation and software. 8) Able to communicate tactfully (always saying the correct words) with the public. 9) Honest and trustworthy reputation. 9) Must pass a background investigation. 10) May be required to work any shift Monday through Friday (Day Shift: 8 am to 4 pm -- Swing Shift: 4 pm to Midnight -- Graveyard Shift: Midnight to 8 am). **Preferred:** Work experience dealing face to face with general public as in retail store or counter sales, will give you a definite advantage for job opening.



**Pay:** \$2,466 to \$2,986 per month. Medical, Dental, Vision, and Life insurance. 15 days PTO/paid time off.

**How to Apply:** Obtain job application at Careerville City Sheriff, Human Resources Office. Application must be returned to Human Resources Office before filing date. Documents required: Resume, High School Diploma, copy of Drivers License, Typing/Keyboard Certificate, Background Investigation Form — plus any Reference Letters and Certificates Earned.

**DESCRIPTION OF FITNESS 4-U CLUB:** We are one of the largest fitness clubs in the industry, with more than 5,000 Fitness 4-U Clubs, and over 4,000 professional employees in the USA and Canada.

**Job Title: Membership Services Associate**

**Job Description:** Greet walk-in customers to give tour of Fitness Club. Discuss membership benefits and cost. Communicate with potential customers using phone, e-mail, and social media to advertise Club events and membership specials. Attend community events (Chamber of Commerce) to network with business leaders to advertise



Fitness Club membership specials.

**Job Qualifications:** Excellent communication and customer service skills to demonstrate compassion and understanding to provide correct information to customers who may have health issues. Social media skills. Accuracy to get information quickly back to customers so that their questions are answered in person, by phone, by e-mail, or by social media. Organizational skills to calmly deal with daily multi-tasking of walk-in customers, social media demands, meetings, and community events. Skills in Microsoft Suite. High school diploma. One year work experience dealing with customers.



**Pay:** \$15 per hour, includes Club Membership and Medical, Dental, and Vision insurances.

**How to Apply:** Apply online at Fitness 4-U website. Be prepared to attach your resume, three reference letters, and attach any Certificates you earned. Write your cover letter in the space provided.

**QUICK CHECK:**

1. List 4 things the employer lets job seekers know.
2. What is the job title of the opening for the Careerville City Sheriff Department?
3. a) Define "policies." b) Why do you think it is important workers follow strict police policies?
4. a) What do clerks interact with convicted felons to do? b) List 3 types of confidential documents clerks type and file. c) What must clerks do when sworn officers are unavailable?
5. List 3 community college classes that may qualify for part of the required work experience.
6. a) What keyboarding speed is required? b) What do you think "net" means?
7. a) Define "tactfully." b) Why do you think tact is important quality for a Sheriff Support Clerk?
8. a) Which shift would you like to work: Day, Swing, or Graveyard? b) Why?
9. What will give you a definite advantage?
10. a) What is the pay range per month? b) How much is this per year (12 months in year)?
11. a) Where do you obtain job applications? b) List 7 required documents.
12. What is the job title of Fitness 4-U Club?
13. a) Who do you greet and why? b) In what 3 ways do you communicate with potential customers? c) List name of community event you will attend. d) Why will you network?
14. a) Why must you demonstrate compassion and understanding? b) In what 4 ways do you get information back to customers quickly?
15. Why do you need organizational skills?
16. a) What is the pay? b) What is included?
17. a) Where do you apply? b) List 3 things to attach. c) Where do you write your cover letter?
18. For what reasons do you think tact, accuracy, talk/listen skills are important in office jobs?
19. a) Would you enjoy job as Membership Service Associate? b) Give a reason for your answer.