

BOOKING CLERK

\$25,766/ Annually

Definition: Under general supervision, performs security related work by monitoring the jails booking area, unit controls, and clerical work to include date entry and file maintenance of arrested individuals.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

- Interviews new detainees and prepares reports to document arrest information such as names, address, charger, and arrest information to include arresting officer.
- Records personal property and money of detainees and prepares property for storage.
- Logs and Inputs arrest information into jail's computer information system.
- Monitors and reviews arrest registers using computer based information system to ensure accuracy and timely processing of detainees in accordance with procedural requirements.
- Reviews booking reports of detainees arrested to verify completeness and accuracy of reports.
- Prepares court dockets and facilitates the release of detainees who have posted bail.
- Communicates with local Superior and Justice Courts.
- Answers telephones, takes messages for jail staff, and transfers calls to appropriate parties.
- Answers public inquiries as to facility procedures, status of detainees, release dates and court dates.
- Maintain both confidential and public office files and records.
- Monitors control switches and all security cameras in order to protect the integrity of all security doors to include the outside security perimeters.
- Monitors and maintains radio communications with Detention Officers on duty.
- Observes movement and location of personnel throughout the facility.
- Monitors and electronically operates all secured doors, allowing passage to only those personnel who have been properly identified.
- Monitors Detention Officers movement throughout the facility and notifies appropriate staff of emergency situations.
- Monitors and maintains the inmate phone system (SECURUS).
- Performs other tasks and duties as assigned by a supervisor.

Knowledge and skills:

- Knowledge of applicable State, Federal and Local laws, rules and regulations governing correctional institutions.
- Knowledge of principles and practices of record keeping and reporting.
- Knowledge of basis mathematical principles.
- Knowledge of proper English grammar, spelling and punctuation.
- Knowledge of data entry and verification processes.
- Knowledge of bookkeeping and reporting principles, practices and methods.
- Knowledge of modern office practices and procedures.
- Skill in operating modern office equipment.
- Skill in typing and data entry at a level sufficient for the position.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational, and ethnic backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum qualifications: High School Diploma or G.E.D.; AND two years in office setting; detention or law enforcement experience preferred; OR equivalent combination of education, training and experience. Applicant must submit to an extensive background investigation and a polygraph examination.