

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: JAIL BOOKING CLERK
CLASS CODE: 6492

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 5/10/2012 (REPLACES 9/24/2009 VERSION OF JAIL BOOKING DIVISION CLERK II)

DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of a Sergeant, performs a variety of clerical duties related to booking inmates into and releasing inmates from the Utah County Security Center.

ESSENTIAL FUNCTIONS

Receives, reviews, and ensures accurate completion of paperwork associated with an inmate being booked into jail; photographs incoming inmates.

Accesses files and gathers information from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications System (NLETS), Computerized Criminal Histories (UCCH), Department of Motor Vehicles, state wide warrant system, Triple III, and Bureau of Criminal Investigations (BCI) to create and maintain inmate files and records.

Receives, screens, and directs telephone calls and responds or directs questions from the public at the booking window; receives incoming inmate funds or bail and updates records and issues receipts; serves as bonded Bail Commissioner and Notary of Public; balances booking accounts daily.

Reviews inmate charges and status relative to Immigration and Customs Enforcement (ICE), Sex Offender Registry and other laws and/or programs and completes applicable paperwork and provides appropriate notification to involved agencies or parties.

Facilitates the release process; updates computer records after ensuring payment of bond corresponds with what has been set by the court; runs warrants and driver's license checks to ensure no other charges are pending; and confirms that inmate property and funds have been returned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation; functions and policies of the Sheriff's Office; legal processes associated with the maintenance of inmate records and documents.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets; using various software programs unique to law enforcement and/or the Sheriff's Office.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; distill relevant and useful elements from vast amounts of information; understand broad objectives and follow general instructions; use tact, discretion, and independent judgement within established guidelines.

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PHYSICAL DEMANDS

Regularly: sits, walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work regularly exposes the incumbent to moderate noise and occasionally exposes the incumbent to strong odors including cleaning chemicals. Work requires frequent contact with inmates and the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Work requires the incumbent to work rotating twelve (12) hour shifts.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must be bondable and must obtain State of Utah Certificate of Authority of Notary Public and certification for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must complete required annual training to maintain certification(s).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.