



<p><b>POSITION DESCRIPTION</b></p> <p><b>Booking Clerk</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>Classification: Occupational</b>  <b>Salary Grade/Band</b></p>	<p><b>9 June 2015</b></p> <p><b>Reports to: Duchesne County Jail</b>  <b>Jail Commander</b></p> <p><b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
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<p><b>POSITION PROFILE</b></p> <p>Under general supervision of the Jail Commander, processes and files paperwork which accompanies the incarceration or release of arrestees in the jail facility. Gathers arrest and booking documentation, fingerprints, and mug shots. Processes incoming inmates and arrestees. Enters information into JMS/OMS Jail Management System. Obtains medical history data during intakes, as required by law. Alerts Intake Officers of medical emergencies, injuries, claims by new arrestee, suicidal tendencies, or other pertinent information. Receives inmate and arrestee property receipts, and stores property in secure storage. Properly books arrestee into the jail center as indicted by arrest citation or probable cause statement, court order, warrant of arrest or other suitable documentation.</p> <p>Maintains custody and control of inmate's cash accounts. Completes Inmates Status Screen, phone records, bond Information and other booking information, and obtains signatures, as required. Prepares inmate files, inserts booking records, and other documentation. Assigns inmate to housing units following the completion of the booking process. Gathers and assembles arrest documentation copies for submission and forwarding to the designated court and County Attorney's Office.</p> <p>Tracks inmate's court appearances, and assembles log to inform the deputies of any inmate movement and appearances in court. Releases inmates and arrestees from jail upon receipt of authorizing documentation. Returns inmates property upon release or transfer to other agency or institution, and obtains signatures, as required. Gathers release documentation; processes bail bonds and prepares inmate files to Fortis for storage of Records.</p>
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To ensure work performance, effective time management practices, and attention to detail.</li> <li>• To articulate and convey information accurately and appropriately to staff and public.</li> <li>• To enhance office excellence and performance.</li> <li>• To work with technology and other job-related tools.</li> </ul>
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Organizes and maintains outside multi-agencies' communications.</li> <li>• Provides up-to-date and accurate bookkeeping ledgers on inmate accounts.</li> <li>• Provides organized filing system for inmate booking files.</li> </ul>

- Provides professional communication to inmates, public and administration on inmate intake.
- Maintains, checks and balances for inmate commissary accounts.
- Provides administration support when needed.
- Performs related duties as business necessitates.

### **EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent;
- Two years clerical experience which includes direct public contact and experience in data entry training; or an equivalent combination of education and experience; and
- Must acquire and maintain certification Notary Public and UCJIS, Utah Criminal Investigation System as a condition of continued employment.
- Bilingual Spanish desired, but not required.

### **LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Notary Public Certification.
- UCJIS, Utah Criminal History Information System within 6 months of employment.

### **SKILLS/ABILITIES**

- Attention to detail.
- Enhanced organizational skills.
- Advanced computer skills including MSOffice, Excel; and
- Ability to perform research functions using internet or database and other software programs used by the Sheriff's Office and/or Jail Facility.
- Ability to work under time restraints to meet official deadlines.
- Ability to effectively solve problems.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret measurements and inmate statistics.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Must be able to write clearly, concisely and have a good command of the English language.
- Must have a good concept of the mathematical equations associated with business finance in accordance with the inmate's commissary accounts.
- Must be able to respond professionally to inquiries from public and other agencies in both written

and oral communications.

- Must be able to read and understand state, federal, and local regulations governing records management, inmate records, commissary accounts and other related regulations associated with governmental agencies.

### **REASONING ABILITY**

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions and/or perform problem resolutions
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, currency, common fractions, and decimals.

### **PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.

### **HAZARDS**

- Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset.
- Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.

### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.