

# Yellowstone County Class Specification

<b>Class Title</b>	<b>Booking Clerk</b>
<b>Class Code Number</b>	<b>5080</b>
<b>Grade</b>	<b>B</b>
<b>FLSA</b>	<b>Non-Exempt</b>
<b>EEO Function</b>	<b>Corrections (11)</b>
<b>EEO Category</b>	<b>Administrative Support (6)</b>
<b>Date</b>	<b>April 2007</b>

## Job Summary

Conducts prisoner intake and release processing and documentation; does related work as required.

## Distinguishing Class Features

The Booking Clerk is a uniformed civilian staff position which performs clerical and administrative support work involving the booking and releasing of inmates of the Yellowstone County's Detention Facility. The work is performed under the general direction and supervision of the Detention Sergeant. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Detention Captain, Detention Lieutenant, Detention Sergeants, Detention Officers, nurses, law enforcement and emergency response personnel, inmates and facility visitors. Because the work is performed in close proximity with persons convicted of misdemeanor and felony offenses, the work involves an element of personal danger.

## Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- Performs intake booking and release duties such as fingerprinting, mug shot photography, supervising intake showering and dressing in county approved uniforms and preparing inmates for transportation;
- Types, enters data, organizes, maintains and ensures confidentiality and proper disposition of inmate files;
- Records all cash, property, and personal belongings of inmate into a computer file and places items in an assigned property locker;
- Complete a CJIN/NCIC workbook and maintain certification;
- Run warrants and missing persons checks, MANS numbers and criminal histories on inmates;
- Maintains inmate accounts regarding deposits and disbursements of money;
- Balances money drawer at beginning and end of shift;
- Answers and refers information requests from the public, inmate family and friends and the media;
- Maintains roster of inmates including detention location, release dates and personal information;
- Performs pat down searches for contraband at remand window of incoming inmates and inmates returning from court;

- ❑ May perform strip searches of inmates when requested by supervisors and law enforcement personnel;
- ❑ Sells hygiene kits to inmates and documents cash and indigent transactions;
- ❑ Inventories, documents and provides secure storage for inmate personal property;
- ❑ Releases personal property to proper parties and documents the transaction;
- ❑ Participates with Detention Officers in escorting and controlling inmates as requested;
- ❑ Reviews and coordinates inmate correspondence with authorities concerning release date verification, money account balances and court schedules;
- ❑ Coordinates inmate requests for medical, ministry and legal services;
- ❑ Responds to and documents inmate requests for goods and services or refers requests to proper agencies;
- ❑ Receives, screens and sorts inmate mail;
- ❑ Schedules inmates for transport and coordinates transportation with other law enforcement personnel;
- ❑ Performs related work as required.

## Required Knowledge and Abilities

### *Knowledge and understanding of:*

- ❑ Inmate intake and release policies, procedures and techniques;
- ❑ Detention facility operations, safety and practices;
- ❑ General office practices, policies, procedures and equipment;
- ❑ Business arithmetic, English composition and spelling;
- ❑ Basic bookkeeping;
- ❑ Law enforcement terminology;
- ❑ Safety rules, procedures and practices.

### *Skill to:*

- ❑ Perform accurate data entry;
- ❑ Operate a variety of office equipment, including a keyboard, telephone, calculator, copier, and fax machine;
- ❑ Operate personal computers, including database, word processing, and other related software;
- ❑ Establish and maintaining effective working relationships with other County personnel and the general public.

### *Ability to:*

- ❑ Proof and edit solutions to arithmetic problems involving addition, subtraction, multiplication, division, and percentages;
- ❑ To effectively meet and deal with the public;
- ❑ Work independently with minimal supervision;
- ❑ Write legibly, and utilize correct grammar, spelling and punctuation;
- ❑ Gather, compare, and summarize data from a variety of sources;
- ❑ Communicate information clearly and concisely both orally and in writing;
- ❑ Understand and make work decisions in accordance with department and/or division rules, regulations, policies and procedures;
- ❑ Read and comprehend materials;
- ❑ Prepare accurate and reliable reports containing findings, bookkeeping data and confidential and inmate control information;
- ❑ Perform a wide variety of clerical, detention and administrative support tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of potential personal danger.

## Reporting Relationships

The work is performed under the general direction and supervision of the Detention Sergeant.

## Minimum Qualifications

### ***Education/Experience/Training:***

- Graduation from high school or G.E.D.;
- Minimum age of 18 years old;
- Experience - None Required / Training will be provided;
- Must be able to pass a background check.

### ***Desired:***

- Clerical or secretarial experience.

### ***Certifications:***

- Become CJIN/NCIC certified within 6 month probationary period.

### ***Sheriff's Department Employment Statement:***

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Yellowstone County Sheriff's Department.

## Essential Physical Abilities

### ***Essential Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, stoop, or kneel;
- The employee is regularly required to sit or stand for prolonged periods of time and use hands to fingers to operate computer hardware, calculators, keyboard and other office equipment;
- Frequently is required to reach with hands and arms;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors and to read paper documents;
- Clarity of speech and hearing that permits the employee to communicate well with others and via radio;
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds;
- Personal mobility that permits the employee to serve inmates, the general public and access files and other materials in the Detention Facility.

### ***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Because an employee in this class is located in a work environment associated with prisoners and unstable persons, the work involves an element of potential personal danger;
- Some exposure to potentially hazardous situations, which involve physically violent persons, or mentally or emotionally disturbed persons;
- The work environment is generally an office environment in a secure facility;
- The noise level in the work environment varies from low to moderately loud.

Accepted - Board of County Commissioners

Date Stamp  
April 23, 2007