

CORRECTIONS BOOKING/RECORDS CLERK

CODES/PAY RANGE

Class Code: 3422

EEO Code: F

Pay Range: 113

MAJOR FUNCTION

Responsible work in the Records Section of a Correctional Facility, which involves inmate fingerprinting and data entry.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

May physically obtain fingerprints on inmates being booked in the facility. Maintain and provide major case prints at the request of local law enforcement agencies on convicted inmates and those awaiting trial.

Assist Corrections Officers with booking process and computer tasks as needed.

May operate computer to recover and store records and booking data. Performs statistical and record keeping functions.

May type from copy, rough draft or general instructions all materials relating to activities in the Records Section.

Files reports, papers, cards, etc. Purges records and cards as appropriate. Processes commitments, arrest reports, bonds, cards, etc.

Gives general information concerning inmates and correction records and activities as allowed by law. Processes mail. Orders supplies and monitors all back orders. Answers telephones.

Operates office machines and equipment.

Prepares County forms for processing. Maintains various records and makes reports. Maintains files and records pertaining to the facility.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern fingerprinting procedures. Ability to obtain and process

fingerprints from *Corrections Booking/Records Clerk* (cont.)

individuals charged with a criminal offense. Ability to evaluate quality of obtained fingerprints prior to submission.

Knowledge of business English, spelling, and commercial arithmetic. Knowledge of modern office equipment, practices, and procedures. Ability to file numerically & alphabetically.

Ability to maintain complex clerical records and prepare reports from such records. Ability to operate standard typewriter and CRT. Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies. Ability to deal with the public.

Ability to pass an in-depth background investigation to be conducted on all qualified individuals.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of clerical experience and one (1) year in records related work.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, stand, reach, lift, grasp, handle, bend, kneel, stoop. Feel, finger dexterity.

Environmental Demands: Inside work. Ability to tolerate closed, confined areas.

Mental Demands: Ability to read and comprehend operational and procedural manuals and journals; police reports, financial records, memos, letters, safety instructions. Ability to write compound sentences relating information, data and details. Ability to speak clearly and concisely to layman. Ability to perform general mathematical functions.

Revised 10/01

Revised 10/94