

Job Description: CONTROL ROOM CLERK

CLASS NO. 1825

EEOC CATEGORY: Office and Clerical

PAY GROUP: 4

FLSA: Nonexempt

SUMMARY OF POSITION

Responsible for the safe, proper and efficient operation of inmate reception in accordance with law enforcement policies and standards.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Captain
2. Other: Has contact with departmental employees and general public.

EXAMPLES OF WORK

Essential Duties*

Monitor jail visitors for entry clearance, attorneys, clergy, officers, to allow only authorized personnel into secure area;

Record and maintain certain inmate information;

Record and maintain inmate commissary;

Record and maintain inmate mail;

Record and maintain inmate intercom requests;

Monitor inmate activities on closed circuit TV to be reported to jail personnel;

Receive and record inmate money for deposit in inmate trust fund; and

Receive money for fines and bonds, writing receipts for same.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to control inmate visitation (sign in documentation records), maintain visitation time periods;

Operate jail doors as directed by authorized personnel only;

Answer and route incoming phone calls;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1825 (Continued)

Ability to receive and inspect jail bonds for spelling, proper form, proper documentation before accepting;

Ability to download and print out computer documented jail rounds;

Ability to maintain constant security level at all times;

Ability to insure that all records and information are kept confidential at all times, and only information authorized to be released will be released to the proper authorities; and

Must be able to work a rotating shift (subject to change), and must have a contact phone number.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent. Must pass drug screening and physical. Required to pass security clearance.