

TITLE: Records Clerk - Jail

SO-Jail/10

DEPARTMENT: Sheriff's Office – Jail, Fayette County

JOB SUMMARY: This position performs clerical duties in the maintenance of division records.

MAJOR DUTIES:

- o Maintains inmate files and records; pulls commitment sheets and fingerprint cards to be permanently filed; makes copies of warrants and citations.
- o Enters and retrieves information to the GCIC/NCIC system; enters booking data; responds to information requests from other agencies.
- o Places records in inactive status as appropriate.
- o Transports file to courthouse.
- o Tally and record bond fee amounts; issues invoices to bonding companies.
- o Enters and receives data from the Offender Management System.
- o Assists visitors and callers; provides information and assistance; receives and provides files; makes copies.
- o Enters information regarding inmate sentence.
- o Files materials pertaining to individual cases.
- o Sends and receives facsimiles.
- o Shreds documents.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office procedures.
- o Knowledge of departmental rules and regulations.
- o Skill in the operation of computers and job related software programs.
- o Skill in the operation of modern office equipment.

**SUPERVISORY CONTROLS:** Various county jail personnel assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include court orders and county, department, and division procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical duties. The need for accuracy contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical support for the maintenance of records. Success in this position contributes to the effectiveness of division operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, inmates, court personnel, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the county to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.