



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

DETENTION CLERK

An Equal Opportunity Employer

Department:	Sheriff/Detention		
Starting Salary Range:	\$24,099 – 27,189		
Position Number:	332		
FLSA Status:	Non-Exempt position, eligible for overtime		
Safety Sensitive Designation:	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
Opening Date:	4/05/21	Closing Date:	4/16/21 at 5:00 PM

JOB SUMMARY:

Responsible for the establishment and maintenance of all files for inmate detention, input of inmate information into the computer, and the storage and record keeping of inmate property, and providing clerical support to departmental staff.

ESSENTIAL JOB FUNCTIONS:

- Establishes and maintains inmate files including information such as arresting officers' reports, commitment paperwork, medical reports, speed letters, disciplinary reports, classification status, housing status, inmate complaints, property listing, identification information, etc.; completes needed paperwork for files.
- Distributes paperwork involved with booking procedures as needed.
- Conducts ACIC/NCIC record checks for other pending charges on all arrestees.
- Updates inmate's files and computer records as directed concerning warrants, bond amounts, and criminal charges.
- Removes inmate files from current records; files in released inmate records.
- Answers inquiries concerning inmate status from family members, attorneys, bail bond persons and others.
- Reviews arrest reports for completion and accuracy; notifies supervisor of errors or inconsistencies.
- Receives bail bond monies or other documentation authorizing the release of inmates; verifies bail or fine payment due; forwards cash to Court Liaison Officer, forwards to supervisor for approval.
- Receives and stores inmate property; separates clothing and other property from items of high value such as jewelry, cash, and credit cards.
- Completes receipt for all property received from inmates; issues copy of receipt to inmates.
- Place property in appropriate storage unit and labels according to facility procedure; places storage bag on rack.
- Maintains security of property storage area ensuring access only to authorized personnel.
- Returns property upon release of inmates; obtains inmate signature upon release of property.
- Greets and screens visitors to inmates ensuring that visitors can provide identification and/or professional service provider credentials.
- Informs housing units of inmates having visitors.
- Enters visitor information into the inmate's file.
- Issues visitor passes for approved visitors; collects after visitation period has ended.
- Directs visitors into public security corridors.
- Initiates and terminates visitation periods by means of intercom.
- Schedules special visits as directed by Administration.
- Maintains communication with Central Control as necessary for visitor movement in and out of corridor.

- Answers questions from public as needed.
- Answers and directs incoming telephone calls.
- Writes incident reports as requested by supervisor.
- Receives and distributes incoming mail to departmental Human Resources.
- Types or prepares with word processor correspondence, reports, forms, and other material as received; proofreads documents for accuracy.
- Duplicates, collates, and mails reports, lists, correspondence, grants, etc.
- Maintains files and other departmental records.
- Distributes memos, policies, and other correspondence to Sheriff's Departmental staff.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Digital dexterity necessary for keyboard operation.

Visual acuity needed for use of the computer screen.

Ability to communicate orally in person and by telephone.

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment. Position is required to work rotating shifts.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency including training in computer data entry.

Some work experience in the receptionist, customer service or related area; or

Any equivalent combination of experience or training which provides the required skills, knowledge, and abilities.

Employment is contingent upon satisfactory results of a criminal background investigation, traffic offense check, sexual offender check, and child and adult maltreatment checks.

ADDITIONAL REQUIREMENTS:

None

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

April 05, 2021

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