

Booking Specialist



Position Description

Status

Full-Time, Nonexempt

Reports to

Shift Supervisor

Compensation

B21

Supervises

none

Bargaining Unit

Non-Bargaining

Position Category

Specialist

Summary

Under direct supervision of the On-Duty Sergeant, this position performs the duties of the job in a high to moderate security setting. Assists detention deputies with the booking and releasing process of inmates through direct contact with inmates, updates inmate files, and performs a variety of jail related clerical duties.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enters and retrieves data from various computer systems, questions inmates to gather necessary data, buildings, maintains, and updates physical and electronic records, interprets and updates bailiff sheets and Court offers, and responses to inmate KITE inquiries.
2. Responds to telephone inquiries and/or greets the public, law enforcement personnel, and other members of the criminal justice system and directs them to the appropriate personnel.
3. Enters and locates law enforcement related data from various local, state, and national computer systems.
4. Communicates, in written and verbal form, general information and verifies the information for and with various personnel including law enforcement officers, dispatchers, courts, attorneys and the public using telephone, fax, and LEIN.
5. Observes and reports security concerns to the on-duty supervisor.
6. Responsible for the tracking of cases and holds placed on inmates and determines if those inmates shall be released, transferred, or remain incarcerated.

7. Maintains accurate data for each inmate incarcerated in Allegan County and other facilities with an Allegan County hold including adding charges in the booking record for warrants that are issues during incarceration. Verifies warrants as requested by law enforcement personnel.
8. Ensures all necessary documentation is received and properly completed. Reviews all inmate files that have been updated by other staff members to ensure the accuracy and completeness in both the inmate record and jail management software.
9. Calculates release dates for sentenced inmates based on information received from the Court and to ensure the inmate is in the release process on the intended date.
10. Track and update all fugitives from justice cases both local and out of state to ensure accurate and timely processing. Maintains communication between agencies including notification of pick up status and arrangements for pick up.
11. Create court and transport lists to assist transport team and jail staff in coordinating court appearances for all inmates.
12. Maintains inventory of all office supplies and administrative equipment for the booking area.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. The office is located within a secure area of the Correctional Facility. Persons may be exposed to fumes or airborne particles and infectious diseases. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.).
2. Three (3) years of experience in an environment requiring confidentiality, with progressively more responsible administrative experience.
3. Three (3) years of experience in a Corrections of Court clerical setting with strong computer skills.
4. Working knowledge of court processes, court paperwork, and other legal documentation and proceedings.
5. Must be LEIN certified and proficient in the LEIN system.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____