

COLUMBIA COUNTY, OREGON
 JOB DESCRIPTION: **CORRECTIONS CLERK**
 DATE: 02/25/2011

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	128
SUPERVISOR:	Lieutenant - Corrections	SALARY RANGE:	Corrections Clerk
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Perform secretarial/clerical duties in support of the County Jail, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Coordinate visitation and other inmate programs. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinate inmate visitation program and other inmate benefit programs.

Perform tasks related to the book and release process.

Prepare claims for invoices as necessary to submit to Accounting. Process receipts for monies received. Process accounts receivable for all inmate fees, accounts and fees for boarding of inmates to outside agencies and other accounts receivables for the Sheriff's Office as assigned.

Perform reconciliations of accounts receivable and accounts payable.

Answer questions regarding departmental policies or procedures. Assist public in completing forms and by supplying correct information in response to inquiries. Assist public in completing a variety of forms and applications.

Perform research from files and records.

Assist with various tasks as assigned.

Perform secretarial duties to support the Sheriff's Office which includes scheduling meetings, making travel/lodging/conference reservations, answering phones, routing calls, receiving visitors, taking messages, and making appointments. Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of letters, memos, reports and other documents. Perform LEDS and NCIC entry, ticket data entry, monthly case log report and OUCRs.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the Corrections Lieutenant who assigns and reviews work for conformance with established policies and procedures.

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QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation with additional broad specialized legal or secretarial training. Four years of responsible secretarial or clerk work experience which includes at least two years of accounting/bookkeeping experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within six (6) months of employment. Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures, terminology, court proceedings and related documents. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively and prepare clear and concise reports. Arithmetical ability. Ability to perform complex tasks with minimal supervision. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgment during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment plus work in a secure correctional facility. Daily contact with inmates and offenders with exposure to hazards and risk which accompanies such contact. Requires a work schedule on weekends to coordinate the inmate visitation program.