



# LARAMIE COUNTY

## JOB DESCRIPTION

---

<b>TITLE:</b>	Booking Supervisor & Inmate Transportation Coordinator	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

---

**Summary:** Under general supervision, supervises and coordinates the staff and activities of Central Booking in the Detention Facility; coordinates local and inter-agency inmate transportation activities.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises the daily operations of Central Booking; addresses staff issues and resolves problems.
- Performs quality control functions for the previous day's booking and release information; reviews inmate files, validates information, and assures the accuracy of the paper and computer files.
- Supervises and trains assigned staff; prioritizes and assigns tasks; reviews, critiques and corrects work of staff, implements corrective actions and conducts performance evaluations.
- Reviews and maintains the master status board and court schedules, and resolves discrepancies.
- Coordinates inmate transports; assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish inmate transport tasks.
- Updates and maintains a variety of files, records, event logs, charts and other documents; gathers, compiles and synthesizes data for management purposes; maintains appropriate records and prepares reports as required.
- Researches files and computer databases, and resolves issues as needed.
- Receives records requests, and sends information to law enforcement officers, courts, and other agencies and jurisdictions.
- Answers incoming phone calls; assists callers with rules & regulations, government forms and other documents; provides information and assistance within designated scope of authority.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

## JOB DESCRIPTION

### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of functions, procedures, and policies of the Sheriff's Department.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations, including prisoner transport procedures.
- Knowledge of laws and regulations governing the release of information from law enforcement agency records.
- Knowledge of legal terminology, and court processes and procedures.
- Knowledge of the principles of record keeping and records management.
  
- Skill in reviewing documents and extracting relevant information.
- Skill in reviewing and maintaining complex and extensive records.
- Skill in researching and compiling technical information, and maintaining official records.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

High school diploma or GED equivalent, AND two (2) year's detention facility or law enforcement records processing experience, preferably in Laramie County; OR equivalent combination of education, training and experience. Must pass a thorough background investigation, and obtain Notary Public and NCIC (Limited Use) certification within six months of hire.