



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Booking Clerk	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, performs a variety of administrative duties related to the processing and disposition of inmates and inmate records; participates in the booking and release of inmates, and monitors security in the Detention Facility.

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.)*

- Monitors safety and security of the staff, inmates, visitors and facility; operates door release panel, and monitors security cameras.
- Participates in booking and identifying new inmates; verifies information on booking forms; obtains signatures; oversees telephone usage; obtains photographs; processes property and money for safekeeping; types information on standard forms and inputs data into computer system.
- Creates, updates and maintains criminal records files; researches files and computer databases.
- Reviews and verifies court reports and legal documents, and processes according to policy and procedures; updates automated and manual inmate records and tracking systems.
- Receives records requests, and sends information to law enforcement officers, courts, and other agencies and jurisdictions.
- Checks local and state warrants, and collects and distributes related paperwork according to policies and procedures.
- Monitors court calendars, schedules court appearances and enters data into computer system.
- Reviews and processes inmate paperwork and computer files to assist with their release from facility.
- Answers incoming phone calls; assists callers with rules & regulations, government forms and other documents; provides information and assistance within designated scope of authority.
- Provides a wide range of clerical support and administrative duties.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Sheriff's Department.
- Knowledge of basic 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 accurate data entry.
- 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 remaining alert at all times and reacting quickly and calmly in emergency situations
- 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 clerical and computer experience; 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.