



# Jail Booking Clerk

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 718  
Supervisory: No  
Reports to: Sergeant - Corrections

### Summary

Under general supervision of a Sergeant – Corrections, performs clerical duties related to booking and releasing inmates from the Utah County Security Center.

### Essential Functions

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

1. Receive, review, and ensure accurate completion of paperwork associated with inmates booked into jail; photograph incoming inmates.
2. Create and maintain inmate files and records; access files and gather information from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications System (NLETS), Utah Computerized Criminal Histories (UCCH), Department of Motor Vehicles, statewide warrant system, Triple III, and Bureau of Criminal Investigations (BCI).
3. Receive, screen, and direct telephone calls and respond or direct questions from the public at the booking window.
4. Serve as bonded Bail Commissioner and Notary Public; receive incoming inmate funds or bail; update records and issue receipts; balance booking accounts daily.
5. Review inmate charges and status relative to Immigration and Customs Enforcement (ICE), Sex Offender Registry and other laws and/or programs; complete applicable paperwork; provide appropriate notification to associated agencies or parties.
6. Facilitate the release process; update computer records after ensuring payment of bond corresponds with what has been set by the court; run warrants and driver's license checks to ensure no other charges are pending; confirm that inmate property and funds have been returned.

### Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of functions and policies of the Sheriff's Office

### For Office Use Only

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Job Title: Jail Booking Clerk  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Knowledge of legal processes associated with the maintenance of inmate records and documents
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping
- Skilled in using various software programs unique to law enforcement and/or the Sheriff's Office
- Ability to accurately type at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to understand broad objectives and follow general instructions
- Ability to use tact, discretion, and independent judgment within established guidelines

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an open booking area that is accessed by arresting officers and their arrestees. This position exposes the incumbent to strong odors including cleaning chemicals. Work requires frequent contact with inmates and the public, which exposes the incumbent to others' illnesses and to individuals who may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job requires the incumbent to work rotating twelve (12) hour shifts. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. This job requires the incumbent to work rotating twelve (12) hour shifts, including nights, weekends, and holidays.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Incumbent must be bondable.
2. Selected applicants must obtain the following during the probationary period for new hires or during the trial period for promoted County employees:
  - a. State of Utah Certificate of Authority of Notary Public
  - b. Certification for Utah Criminal Justice Information System (UCJIS)
  - c. Certification for the Bureau of Criminal Investigation (BCI)
3. Incumbent must complete required annual training to maintain certification(s).
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Preferred Eligibility Qualifications**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

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 of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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