The Sheriff’s office currently has an opening for the position of Booking Room Clerk, the position job description is as follows:

**JOB DESCRIPTION:**

This is responsible clerical, data entry, and computer work involving complex work methods and problems. Work involves a variety of clerical and data entry operations, which require general computer knowledge. Work requires the exercise of initiative, independent and original judgment and discretion in Book-In and Book-Out data entry; inmate Classification; TCIC/NCIC use and other related activities. Employees of this class are expected to proceed with minimum supervision; however, advice and assistance are readily available. Work involves the processing of paperwork and data entry pertaining to inmate’s initial intake paperwork, property and assigned housing as well as processing their release paperwork in the Sheriff’s Office computer system. Work is reviewed for achievement of desired results and adherence to established policies and procedures.

**EXAMPLES OF TASKS PERFORMED:**

1. Completes general computer and clerical tasks
2. Checking Book-In and Book-out paperwork for accuracy
3. Data entry into the Sheriff’s Office computer system
4. Use of TCIC/NCIC and other classified systems
5. Classification of inmate for assigned housing

**REQUIREMENTS:**

S-80.00 02-02-10
1. High School graduate or equivalency
2. Training or experience in data entry and clerical operations
3. Must possess a valid Texas driver’s license
4. Must never have been convicted of a felony
5. Must not have been convicted of a Class A misdemeanor in the past 24 months
6. Successful completion of 90 days on the job training
7. Read and write the English language
8. Ability to sit for long periods of time
9. Ability to work well with the public
10. Due to being around inmates during the booking process you must be able to pass state jail standards training and test for licensing as a corrections officer even though job function will not be that of a Correction Officer.

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DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to operate a wide variety of office equipment and computer equipment used to enter, store, and retrieve data
- General knowledge of county operations and organization or the ability to acquire such knowledge during a reasonable period of training
- Ability to deal courteously with and maintain working relations with the public, other departments in the County, other law enforcement agencies, and co-workers
- Ability to maintain confidential or privileged information
- Ability to perform a number of different tasks during a work period
The hours will be Noon to 8:00pm Monday through Friday.

Starting Salary: $34,509.36 Annually

Please contact the Sheriff’s Office Training and Personnel Department for application details.