HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Booking Clerk

Job Code: W2916
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Perform clerical tasks to ensure the accurate recording of detainee information during the processing into the detention facility.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Obtain initial personal data from detainees being processed into a detention facility through personal interviews.
- Utilize Rapid ID technology to confirm detainee identity.
- Enter detainee information and criminal charges into the computer using appropriate format, codes, and abbreviations.
- Print assigned booking numbers on detainees' wristbands.
- Review criminal report affidavits received from law enforcement officers for accuracy.
- Perform checks of county, state, federal, and nationwide warrants for any possible outstanding warrants; determine if there are any outstanding domestic violence injunctions.
- Respond to inquiries and search files for requested information.
- Create files for detainees and ensure documentation for charges are in the file; Produce reports as needed.
- Research computerized records to determine if inmates under 18 years of age have been sentenced as juveniles or adults.
- Maintain court orders signed by judges.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of general office policies, procedures, and practices.
- Working knowledge of the functions, services, procedures, and regulations concerning detention center intake processing.
- Proficiency in customer service.
- Ability to follow established procedures.
- Ability to work in a detention facility with inmates present.
- Ability to follow oral and written instruction.
- Ability to always project a professional image.
- Ability to work with antagonistic people or with the public under adverse conditions.
- Ability to adapt to changing workflows, prioritizing tasks while maintaining accuracy.
- Ability to speak clearly and convey information effectively, ensuring understanding.
- Ability to proof own work and the work of others.
- Ability to perform accurate computations and verification of data.
- Ability to work effectively with others.
- Ability to use a computer terminal to quickly and accurately enter and retrieve data.

SKILLS

- Verbal Communications
- Computer Literacy
- Written Communication
- Data Entry
- Multitasking
- Office Procedures
- Researching

WORKING CONDITIONS

- Work in and around a detention or correctional environment, with direct contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Work in a setting with potentially loud noises, strong odors, and fluorescent lighting.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of clerical and/or customer service experience.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a secretarial, business and office technology, or office professional training program.
- One year of clerical and/or customer service experience.

OR

- An associate's degree from an accredited institution of higher education.
- One year of clerical and/or customer service experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.

- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.