

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FOR *IN-HOUSE APPLICANTS ONLY*
BEGINNING JULY 19, 2024 THROUGH JULY 29, 2024.**

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING JULY 30, 2024 OR THE POSITION IS FILLED.**

JOB TITLE: Jail Clerk #12510

Date Posted: July 19, 2024
Department: Sheriff Department
Hours: 40 Full-time
Annual Salary: \$21.80/per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Jail Clerk for the Sheriff's Department responsible for monitoring Jail activities and performing clerical duties.

DUTIES:

Maintains various records, including new book-ins, bond-outs/releases, court transports, meal counts, medicine refusals, snack passes, inmate movements, warrants, visitors, staff, inmate count, and sick calls. Compiles appropriate paperwork and enters data into the computer.

Answers telephones, including directing to appropriate individual or taking messages as needed, obtaining/providing information, and answering various questions.

Assists the public with traffic tickets, truck fines, inmate visits, deliveries, background checks, and people turning themselves in on warrants.

Performs book in and bond out/release procedures, including completing necessary paperwork and entering data into computer.

Ensures alarms are set and notifies appropriate agency when alarms sound.

Monitors cameras inside the cell blocks and on the outside of the building for problems or suspicious activity and changes recording tapes daily. Maintains accurate count of inmates in the jail, recording on count sheet and shift notes.

Maintains inmates' accounts, including collecting money from the public for inmates and entering information into computer. Prepares end-of-month statement, including balancing the computer with the clipboard and with the inmate account balances and submits to the State Board of Accounts.

Maintains jail cash drawer, ensuring accurate balances, and cashing checks for released inmates.

Serves as dijail for the jail, notifying officers of emergency situations, and relaying information to officers in the jail.

Operates jail intercom system to communicate with cell blocks, nurse's office, kitchen, and all jail entrances.

Revises the "Big Book" every month, including re-writing each name, book-in number, date incarcerated, address, charges, and time onto new sheets, and clearing all inmates that have been released or transferred, during the last month.

Performs various clerical duties as assigned, including conducting record checks, creating files, filing property envelopes, maintaining commissary forms and meal sheets, collecting/distributing jail keys, maintaining knife log, and issuing gas cards.

Responds to emergencies from an off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of Standard English grammar, spelling and pronunciation and ability to complete forms and reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Ability to properly operate various jail equipment, including intercom system, security cameras, door panels, video system, and various alarms.

Ability to compute, perform arithmetic operations, such as determining charges and balancing cash drawer.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout work assignments.

Ability to regularly work weekends, extended hours, and evenings. Ability to occasionally respond to emergencies from an off-duty status.

II. RESPONSIBILITY:

Incumbent performs a variety of standard duties with work priorities determined by a formal schedule and service needs of the public. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented by standard bookkeeping checks, supervisory review, and procedural safeguards. Undetected work errors may result in endangerment to self and others, loss of time to correct error, damage to equipment, loss of money to department, work delays in other departments/agencies, and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public for the purpose of exchanging information.

Incumbent reports directly to the Corporal and/or Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail/confinement center, involving sitting and walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, reaching, keyboarding, close and far vision, speaking clearly, and handling/grasping objects. Incumbent may work with or be exposed to violent/irate individuals and wear protective clothing/equipment, such as gloves.

Incumbent is regularly required to work weekends, extended hours, and evenings. Incumbent occasionally responds to emergencies from an off-duty status.

**APPLY AT: Wayne County Government
Human Resources
401 East Main Street
Richmond, IN 47374**

***Wayne County is an
Equal Opportunity Employer***