

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **BOOKING ASSISTANT**

Spec No. 4004

### **BASIC FUNCTION**

To perform a variety of complex office duties relating to prisoner booking and/or property, for the Snohomish County Jail.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Reviews paper work from law enforcement agencies and courts for authority to book, release or transport prisoners.
2. Interviews prisoners to obtain needed information; enters booking, release and transportation data into computerized record system; contacts criminal justice agencies as necessary to obtain further information.
3. Checks booking information with state and national computer systems to determine what warrants may be outstanding; takes identification pictures of incoming inmates.
4. Maintains continuous log of all activities in booking, release and transportation areas.
5. Receives and searches property from prisoners; searches mail for contraband; logs, stores, retrieves and returns property; routes money and valuables to the Cashier.
6. Issues jail clothing to inmates; arranges for cleaning of contaminated clothing.
7. Notifies owners of lost and/or found property; routes unclaimed property to Sheriff's Department property room.
8. Assists in compiling daily court list; calls courts and attorneys and uses computer system to determine which prisoners will be needed in each court.

### **STATEMENT OF OTHER JOB DUTIES**

9. Performs related clerical duties and assists in other areas as required.

### **MINIMUM QUALIFICATIONS**

One (1) year of clerical experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Familiarity with the criminal justice system is preferred.

### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A pre-employment physical examination may be required for employment.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures, including computerized data entry;
- the rules of grammar, spelling, punctuation and word usage.

Ability to:

- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- obtain information from prisoners in the face of hostility and dispute;
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public;
- meet deadlines and cope with interruptions;
- learn and be able to clearly explain applicable federal and state laws and county ordinances and established policies, procedures and practices of the Snohomish County Jail;
- exercise good judgment under stressful circumstances;
- operate standard office equipment including video terminal, typewriter, telephone and adding machine;
- maintain accurate records and prepare required reports.

### SUPERVISION

Employees receive general supervision from a supervisor or an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employees carry out recurring assignments on their own initiative and receive additional, specific instructions for new or unusual assignments. Work may be checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in a maximum security detention facility. Employees are required to work various shift assignments including weekends, nights and holidays as required.

Spec No. 521553

Class Established: August 1985 as Security Clerk

Retitled: July 1993

Revised: October 1993

EEO Category: 6

Pay Grade: 306