

Detention Clerk

General Information

Job Title: Detention Clerk

Location: 3201 W. Roosevelt Little Rock, AR, 72204

Base Pay: \$26886.86 - \$35375.86 / Year

Employee Type: Non-Exempt

Required Degree: High School

Manage Others: No

• Description

Department: Sheriff - Detention

Position Control Number: 0418-

FLSA Status: Non-Exempt; position is eligible for overtime

Safety Sensitive Designation: This position is not designated as safety-sensitive.

Random Drug/Alcohol Test: No

Opening Date: May 16, 2025 2025

Closing Date: May 26, 2025 at 11:59 PM

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability

will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

An Equal Opportunity Employer

JOB SUMMARY: Responsible for the establishment and maintenance of all files for inmate detention, the input of inmate information into the computer, the storage and record keeping of inmate property, and providing clerical support to departmental staff.

ESSENTIAL JOB FUNCTIONS:

- o Establishes and maintains inmate files including information such as arresting officers' reports, commitment paperwork, medical reports, speed letters, disciplinary reports, classification status, housing status, inmate complaints, property listing, identification information, etc.; completes needed paperwork for files.
- o Distributes paperwork involved with booking procedures as needed.
- o Conducts ACIC/NCIC record checks for other pending charges on all arrestees.
- o Updates inmates' files and computer records as directed concerning warrants, bond amounts, and criminal charges.
- o Removes inmate files from current records; files in released inmate records.
- o Answers inquiries concerning inmate status from family members, attorneys, bail bond persons, and others.
- o Reviews arrest reports for completion and accuracy; notifies supervisor of errors or inconsistencies.
- o Receives bail bond monies or other documentation authorizing the release of inmates; verifies bail or fine payment due; forwards cash to Court Liaison Officer forwards to supervisor for approval.

- o Receives and stores inmate property; separates clothing and other property from items of high value such as jewelry, cash, and credit cards.
- o Completes receipt for all property received from inmates; issues copy of the receipt to inmates.
- o Place property in an appropriate storage unit and label according to facility procedure; places storage bag on the rack.
- o Maintains security of property storage area ensuring access only to authorized personnel.
- o Returns property upon release of inmates; obtains inmate signature upon release of property.
- o Greets and screens visitors to inmates ensuring that visitors can provide identification and/or professional service provider credentials.
- o Informs housing units of inmates having visitors.
- o Enters visitor information into the inmate's file.
- o Issues visitor passes for approved visitors; collect after visitation period has ended.
- o Directs visitors into public security corridors.
- o Initiates and terminates visitation periods by means of the intercom.
- o Schedules special visits as directed by Administration.
- o Maintains communication with Central Control as necessary for visitor movement in and out of the corridor.
- o Answers questions from the public as needed.
- o Answers and directs incoming telephone calls.
- o Writes incident reports as requested by supervisor.
- o Receives and distributes incoming mail to departmental Human Resources.

- o Utilizes a word processor to type and prepare correspondence, reports, forms, and other material as received; proofreads documents for accuracy.
- o Duplicates, collates, and mails reports, lists, correspondence, grants, etc.
- o Maintains files and other departmental records.
- o Distributes memos, policies, and other correspondence to Sheriff's Departmental staff.

SECONDARY DUTIES AND RESPONSIBILITIES:

- o Perform other related duties as required.

PERSONNEL SUPERVISED: None

WORKING CONDITIONS: Work is performed in a smoking-restricted office environment. The position is required to work rotating shifts.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

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 - Good knowledge of office practices, procedures, equipment, and terminology.
 - Ability to make mathematical computations quickly and accurately.
 - Ability to maintain a detailed and accurate record-keeping system.
 - Ability to count large sums of money.
 - Ability to attend work regularly and reliably.

- Ability to establish and maintain an effective working relationship with the detention facility staff, service providers, and the general public.
- Skill in the operation of and data entry into a computer.
- Skill in the operation of a calculator.

PHYSICAL REQUIREMENTS:

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- Digital dexterity is necessary for keyboard operation.
- Visual acuity is needed for use of the computer screen.
- Ability to communicate orally in person and by telephone.

EDUCATION AND EXPERIENCE:

Completion of high school or GED equivalency including training in computer data entry; some work experience in the receptionist, customer service, or related area; or any equivalent combination of experience or training which provides the required skills, knowledge, and abilities.

• Requirements

- o Must be able to obtain ACIC/NCIC certification within one year of employment.
- o Employment is contingent upon the successful completion of a criminal background check, child maltreatment check, and adult maltreatment check.
- o Regular and reliable attendance is an essential function of this position.

• Summary

ACCESSIBILITY NOTICE: If you are an individual with disabilities who needs accommodation or you are having difficulty using our website to apply for employment, please contact humanresources@pulaskicounty.net or call (501) 340-6110.