

**STPSO**  
**Employment Opportunity**

**Job Title:** Bonding Deputy  
**Department:** Corrections  
**Reports To:** Sergeant  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 03/08/22  
**Salary Range:** \$30,895-\$37,716

**SUMMARY** - Writes bonds, calculates and collects associated fees, makes necessary corrections to inmate accounts, and addresses various issues involving prisoner records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Include the following. Other duties may be assigned.

Calculates bond amounts.

Writes all types of bonds using computer based program and by hand when necessary.

Calculates and collects fines and fees using various forms of payment.

Works with and balances a cash drawer.

Reads, interprets, and enters court documents, detainers, and other pertinent records to the prisoner's electronic record.

Files necessary paperwork in prisoner's jail file and scans necessary documents into computer database.

Maintains an electronic logbook.

Conducts necessary research to ensure prisoners receive proper court dates when bonding out.

Conducts necessary research to determine if information received is complete and correct.

Does time calculation for prisoners serving parish jail sentences.

Checks information in inmate folders.

Use various computer programs to update and maintain up to date information on prisoners.

Checks and corrects fees charged to inmate's accounts.

Answers phone calls from the public and other law enforcement entities.

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or general equivalency degree (GED), basic computer competency, and six months experience handling money preferred.

**LANGUAGE SKILLS** - Ability to comprehend somewhat complex instructions, which are presented in written and/or oral form, read and comprehends short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

**REASONING ABILITY** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several variables in a variety of situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (Voters registration Card); birth certificate (minimum age of 18 years of age); and Social Security Card.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb several steps, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

The employee is required to work 12 hour rotating shifts.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the work environment is usually low. It is an indoor non-smoking environment that will require shift work.