

STPSO
Employment Opportunity

Job Title: Booking/Bonding Deputy
Department: Corrections
Reports To: Sergeant
FLSA Status: Non-Exempt
Prepared Date: 03/07/23
Salary Range: \$36,972 - \$45,135

SUMMARY – COMPLETES AND MAINTAINS VARIOUS RECORDS TO BOOK AND PROCESS INMATES INTO THE DETENTION FACILITY BY PERFORMING THE FOLLOWING DUTIES

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

Solicits information from persons arrested to complete processing of prisoners according to established booking procedures.

Prepares and or reviews booking reports that document arrest information such as name, address, charges, and arresting officer.

Reads, interprets, and enters court documents, detainers, bond amounts 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 determine if information received is complete and correct.

Checks information in inmate folders.

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

Logs and enters information into the computer base information system.

Conducts an ominx/warrants search on all offenders in custody.

Completes risk assessments on offenders.

Writes all types of bonds using the Jail Management System.

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

Does time calculation for prisoners serving parish jail sentences.

Use various computer programs to update and maintain up to date information on prisoners. Cut checks or issue debit cards for offenders releasing from our facility.

Works with and balances a cash drawer.

Checks and correct fees charges to inmate's account. Calculates and collect fines and fees using various form of payment.

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.

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. An indoor non-smoking environment will require shift work.