

- intercom system, housing unit, and facility camera system in conjunction with 2-way radio communications.
- Processes detainees into and out of the facility system; ensures all bond, charge and court date computer entries are accurate; ensures detainee is clear through law enforcement warrant system before releasing; processes visitors for visitation; supervises visitation; monitors personal and telephone contact with law enforcement personnel, agencies, judges, attorneys, probation and parole staff, and facility program representatives.
 - Answers inquiries from public and detainees regarding bonds, charges, court information, visitation and property procedures, medical questions, etc.; receives, releases, and documents all detainee property; documents cash money and property received during booking process; secures money in safe drop box.
 - Operates computerized security doors; notifies appropriate emergency personnel in situations requiring outside department emergency personnel; notifies officers or requests assistance in situation that requires the presence of Detention Officers; issues detainee discipline in accordance with policy and procedures governing detainee violations of facility rules and regulations.
 - Performs all other duties as assigned.

KNOWLEDGE & SKILLS

1. Knowledge of legal processes and terminology.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of filing and electronic record keeping systems.
4. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
5. Ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
6. Ability to learn and apply documents and terminology affecting assigned functions.
7. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
8. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
9. Ability to work independently and as part of a team.
10. Ability to multi-task and successfully prioritize a large workload.
11. Ability to maintain a high level of accuracy and attention to detail.
12. Ability to utilize sound reasoning, as well as ability to make sound decisions.
13. Ability to work well with other employees, entities, and the public.
14. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
15. Skill in writing reports and business correspondence.
16. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
17. Skill in keyboarding and the use of standard office equipment.
18. Expert skill in maintaining confidentiality and handling confidential information.

PHYSICAL DEMANDS:

The majority of work is performed in a correctional environment setting. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS standing or sitting for prolonged periods of time, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, lifting objects weighing up to 50 lbs.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This position regularly operates in a professional environment and is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Employees may encounter aggressive and hostile people, experience stress, and could possibly face risk of civil litigation due to the performance of duties.

Duties are generally performed on an assigned shift, but the intern may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the jail.

May be required to wear uniform or plain clothes in performance of assigned duties.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Applicants must be 18 years of age or older.
- Visual acuity of at least 20/200 correctable to 20/20 in both eyes.
- Pass a medical examination and a pre-employment drug screen prior to appointment.
- Possess a valid driver's license at time of application and a valid Missouri driver's license at the time of appointment.
- Proficient knowledge of the English language, to include;
 - grammar, punctuation, and spelling;
 - oral and written communication;
 - reading comprehension.
- Applicants must be able to meet the strenuous physical demands of jail management, operate keyboard equipment, enunciate with radio traffic, and exhibit exceptional verbal and written communication skills.

- No employee, while on duty, shall have visible body, facial or tongue piercing jewelry except for traditional ear piercings.
- Must be of good character, with no felony convictions or convictions for crimes involving moral turpitude.
- Must not have pending indictments or criminal convictions within the last two (2) years.
- Must pass a pre-employment drug screen as well as physical and psychological examinations.
- Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skills that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skills may change at any time with or without notice.