**\*\*\*\*UNION POSITION\*\*\*\***

**Booking Clerk**

**Sheriff**

**Starting Salary: D-13 (A): $17.59/hr.**

**Fulltime- shift varies**

**Posted: June 01, 2023**

**POSTING: #011-23**

**Summary:**

This position works at a workstation within a 24-hour locked-down facility. This position performs data entry tasks that include processing all jail admissions into the Jail Management System (JMS) and all inmate releases from the JMS through direct inmate interviews.

**Responsibilities:**

* Duties include: Accurately and with emphasis on detail, processing incoming inmates by entering information into the JMS as indicated by the booking form, court document, or other suitable documentation.
* Obtain medical history from an inmate and forward the information to Deputies, Nurses, and appropriate staff.
* Receives inmate property receipts and stores property in secure storage.
* Enters inmate funds into the proper inmate trust account.
* Prepares inmate files and enters applicable, updated information from sources, i.e., court, LEIN.
* Reports serious or dangerous situations as required. Accurately and with emphasis on detail, and process inmate releases.

**Qualifications:**

**Education:** Two years of college in law enforcement or related field of study, military or law enforcement equivalent. Preference is given to law enforcement background or Bachelor's Degree.

**Experience:** Ability to multitask and communicate effectively; exceptional cognitive skills, i.e., observation, interpretive, comprehensive, and retention. Candidate must have good computer skills, keyboarding, and data entry/retrieval, and pass a typing keyboard test. Must pass a physical and drug screen and a thorough background investigation. Must maintain confidentiality.

**An individual with any of the following is ineligible for consideration for employment:**

A felony conviction, a pending felony or misdemeanor charge, a domestic violence conviction, or an outstanding warrant.

**Benefits:**

* Dental Insurance
* Employee Assistance Program
* Flexible Spending Account
* Health Insurance
* Life Insurance
* Paid Time Off
* Retirement Plan
* Tuition Reimbursement
* Vision Insurance
* Holiday Pay
* Over time, when available

To view the current collective bargaining agreement, go to [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd) and click on Union Contracts (left side).

To apply: all candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at <https://www.kalcounty.com/hrd/openings.php>

In addition to the online application: **All applicants must complete a KCSO Application Packet, available upon request or at the Sheriff's Office Front Desk, Monday thru Friday, 7:00 a.m. to 4:30 p.m.**

**Deadline to Apply:** Until Filled