



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Booking Specialist, (Two Positions Available 10-01-17)
C06, \$40,123 + FRINGE BENEFITS

DEPARTMENT: Office of the Sheriff

OPENING DATE: 08-16-17 **CLOSING DATE:** 08-30-17

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent.

Experience: Three years or more of experience or additional education in criminal justice, law enforcement, or correctional.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Must be 21 years of age, possess a valid Maryland Driver's License and be an U.S. Citizen;
- ◆ Must pass drug screen and successfully pass extensive background investigation with favorable results;
- ◆ Must be or become a registered notary public in Maryland and maintain this status;
- ◆ Must obtain METERS/NCIC/CJIS Certification;
- ◆ Available 24-hour call, shift work, weekends and holidays.

JOB SUMMARY: Performs the intake, booking and release processes for the incarceration of offenders at the jail, safeguards inmate property and coordinates with various courts. Helps in maintaining safety and security in the facility. Enter and update operations logbooks and incident reports. Accountable for fiduciary duties regarding public and County monies; enters data into the jail management system; Criminal Justice Information System (CJIS) and National Crime Information Center (NCIC) certified for the query and research of offender criminal histories for proper classification of inmates. Researches driver histories, warrant confirmations, etc. Provide discovery/research for the Inmate Services Classification and Offender Re-Entry Unit, Pre-Trial Services Unit, and Intelligence Coordinator.

DUTIES:

- ◆ Receives and reviews paperwork associated with incarceration to ensure accurate completion; obtains information from inmate and paperwork (warrant, writ, detainer, etc.) and makes appropriate computer entries;
- ◆ Determines time and release dates for sentenced inmates and enters in the schedule of events;
- ◆ Receives, stores, and documents incoming property and funds; issues receipts to inmates;
- ◆ Assists with retrieval of property upon release;
- ◆ Coordinates release of inmate and personal property;

- ◆ Controls keys to property/supply room and money drop drawer. Provides daily accounting for inmate funds; balances accounts with financial report before submitting for deposit;
- ◆ Posts money orders and other funds to appropriate inmate accounts;
- ◆ Completes release process to include, updates computerized record, assures payment of bond, returns personal property and funds, checks to ensure inmate is not pending other charges awaiting disposition;
- ◆ Coordinates directly with various court clerks with information on sentenced inmates, bonded inmates, affidavits, scheduling of court date/time, etc.;
- ◆ Responds to inmate and public requests in regard to bond amount, release dates, court appearances, etc.;
- ◆ Monitors paperwork, files and computerized records to ensure correct entries and status are reflected;
- ◆ Assists with head count and total population count;
- ◆ Prepares logbook entries as required;
- ◆ Provides training to new staff on booking/releasing procedures and to outside law enforcement personnel on the arrest booking system;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of the St. Mary's County Sheriff's Office policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Sheriff's Office to the public;
- ◆ Ability to gain knowledge of the staff, activities, and operations of assigned department;
- ◆ Ability to effectively communicate with other staff members; the public and incarcerated offenders;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to operate relevant computer systems, including hardware and software, and basic office machines;
- ◆ Basic math and language skills;
- ◆ Ability to prepare and maintain a record of activities;
- ◆ Available 24-hour call, shift work, weekends and holidays;
- ◆ Ability to obtain METERS/NCIC/CJIS Certification.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$40,123 annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press * before dialing the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:
amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>
Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.