

WASHINGTON COUNTY
Job Description

JOB TITLE: Administrative Detention Bookkeeper

Exempt (Y/N): No

Department: Sheriff's Office

Date REVISED: October 2012

Supervisor: Captain

SUMMARY:

Under the direction of the Detention or Services Captain, the incumbent is responsible for the retrieval of and data entry for Circuit and District Court judgments, collection of district bonds, payment of traffic fines and the preparation of arrest reports submitted to outside agencies. Provides administrative level secretarial duties for the Captain and senior personnel of a 710 bed facility. This position works closely with the Captain, all areas within the Detention Center, plus county, state and federal agencies, district courts, as well as vendors, the general public, and other county offices. The incumbent is solely responsible for the billing for the housing of Arkansas Department of Correction, U.S. Marshal Detainees.

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

1. Perform administrative level administrative duties for the Detention or Services Captain ; to include typing, answering and disseminating telephone calls, personal visits, answering and distributing of correspondence. Must maintain confidentiality for sensitive information as directed by the Captain or by County Policies. Resolve problems and interact with customers in a professional manner, when required.
2. Must have in-depth knowledge of all detention operations and jail standards, as to assist the public with questions when entering the detention center.
3. Coordinate with other agencies, county, state, and/or federal, if necessary, to collect bonds and serve warrants.
4. Responsible for billing to the Arkansas Department of Correction, U.S. Marshal ' s Office, for housing of detainees in the Detention Center. Reimbursements received by this billing are in excess of \$ 2,000,000 annually. Responsible for recordkeeping and billing the Arkansas Highway department for detainee trash pick-up on state and federal highways. Reimbursements received by this billing exceed \$ 30,000 annually.
5. Review and post all release bonds, arrest or booking sheets, traffic tickets, warrants served for all District Courts in Washington County.
6. Responsible for the Bond and Fine Account by collecting and receipting in excess of \$13,000 weekly. Responsible for maintaining a checking account and keeping accurate records, which are subject to annual state audits. Process end-of-day reports to ensure all receipts, money and reports are in balance.

7. Process and generate reports on a regular basis as well as at irregular intervals, as the occasion demands.
8. Ensure that proper steps are taken to efficiently perform all duties under the direction of the Detention or Services Captain.
9. Responsible for the collection and receipting of approximately \$140,000 annually for fees, bonding, drug test, fingerprinting, work release, booking and warrants fees. Ensure that all accounts are kept up-to-date for various bonds and fees.
10. Ensure that all files maintained within the department are up-to-date and accurate for continuity of operations and satisfaction of local, state and federal requirements.
11. Ensure that all documentation is accurate and thorough to facilitate the proper accounting process.
12. Prepare paperwork for detainees transport to Arkansas Department of Correction and Department of Community Corrections.
13. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
14. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.
15. Provide administrative support to the Captain and other ranking personnel.
16. Responsible for the disbursement of approximately \$ 500,000 in cash bond monies to District Courts, Child Support Enforcement, and out of state courts.
17. Responsible for the recording of payments from the Social Security Administration and Global Telephone.
18. Supervise time-keeping records for 200 employees for accuracy of hours, payroll codes, leave of absence records, etc. and prepare for the Sheriff's signature. Train supervisors on proper procedures for time-keeping. Complete payroll worksheet for submittal to County Comptroller. Maintain and file records of timesheets, compensation, vacation, overtime, worker's compensation, Family Medical Leave Act, and leave of absence.
19. Responsible for scheduling interviews for applicants, organizing application documents and checksheets, and recording dispositions for all expired applications.
20. Responsible for providing the Quorum Court with monthly Jail statistics and reports.

21. Responsible for the annual Survey of Jails and the annual Death-in-Custody reports and records involved in the Prison Rape Elimination Act that are requested by the US Census Bureau.
22. Attend and take notes for weekly staff meetings.
23. Organize and maintain all jail personnel files kept in the Captains' office.
24. Provide Notary Public service for detainees.
25. Responsible for the Purchase Card (P-Card) accounts of the Captains, Lieutenants and Detention Administration. Keeps receipts and reconciles monthly statements.
26. Prepares purchase requests for supplies and other needed items.

QUALIFICATION REQUIREMENTS:

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:

Associates Degree or equivalent from a technical school and three to five years related experience and/or training is required. The incumbent should have a minimum of three to five years experience in general accounting and bookkeeping.

OTHER SKILLS and ABILITIES:

The incumbent should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures, and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills; must possess the ability to establish good rapport with individuals often under difficult circumstances. The Administrative Detention Assistant / Bookkeeper should also possess machine skills for operating a calculator, word processor, and computer.

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 must frequently sit and talk or hear; use hands to finger, handle, or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch and reach with hands and arms. Specific vision abilities required by this job include close vision.

The employee must occasionally be required to lift up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.