

## **INMATE RECORDS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Broome County Jail and is responsible for all paperwork required to admit, discharge and transfer inmates. This position does require direct contact with the inmates. Although the incumbent does not receive constant supervision, supervisory assistance is available from the Correction Sergeant or Correction Lieutenant for new or unusual assignments, questions and various situations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives, inspects and verifies all documents including court orders, commitments, and remands for the admission, bail, discharge and transfer of inmates;  
Verifies the identity of prisoners and bailors/payors;  
Uses a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data;  
Codes various transactions for computer input from source documents using the established coding system;  
Informs appropriate units of any inmates needing medical or psychological assistance, special diets, increased supervision, or any unusual incidents;  
Assigns inmates to appropriate housing and issues inmate handbooks;  
Accepts and counts funds from positively identified bailors;  
Conducts NGIC searches on all inmates prior to release and returns all personal property to prisoner upon release;  
Maintains files of all legal and computerized documents for inmates.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment;  
Good knowledge of the basic arithmetic functions of addition and subtraction;  
Ability to articulate ideas and information effectively;  
Ability to operate an alphanumeric keyboard such as a typewriter or personal computer;  
Ability to follow oral and written instructions;  
Ability to read and understand complex written material;  
Ability to deal with people in a non-threatening manner;  
Good observation skills;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a equivalency diploma.