



Sheriff Mark Hunter
COLUMBIA COUNTY SHERIFF'S OFFICE
4917 US Hwy. 90 East Lake City, Florida 32055-6288
www.columbiasheriff.org



COLUMBIA COUNTY SHERIFF'S OFFICE OPEN POSITION ANNOUNCEMENT
APPLICATION CLOSE DATE – OPEN UNTIL FILLED

POSITION TITLE:	DETENTION BOOKING CLERK (Non-Sworn)
HOURS:	Monday-Friday. 8 hour days, 3pm to 11pm
SALARY:	\$32,500 annual / \$ 1,250.00 Bi-Weekl <ul style="list-style-type: none">• Paid by the hour: \$15.62• Overtime Available when Accrued• Twelve (12) Paid Holidays
DESCRIPTION:	Advanced clerical and record processing work involving varied and complex clerical and/or record processing tasks associated with inmate records and related administrative processes at the Columbia County Detention Facility. Work performed under the direction of the Shift Supervisor. Performance is evaluated through conferences, reports, observation, results obtained, and appropriate employee performance appraisals.
DUTIES:	<ul style="list-style-type: none">• Perform general clerical functions such as data entry and handling telephone calls; complete, file, and retrieve recorded material.• Read and interpret arrest information and perform accurate data entry into the Jail Management System (JMS).• Process information; create and maintain inmate files and electronic calendars and dockets.• Process court orders, performing research, when necessary, to ensure proper case disposition.• Ability to communicate with arresting officers/deputies to facilitate accurate processing of arrest data and related documents.• Respond to requests from the general public and from within the law enforcement system.• Attend the First Appearance hearing held daily at the facility and complete official clerical tasks.• Operate the Florida Crime Information Center/ National Crime Information Center (FCIC/NCIC) system to retrieve required and/or requested information and complete criminal history checks when appropriate; maintaining system security.• Receive, disburse, and count cash; process cash and surety bonds: enter records for the Inmate Trust Fund; and maintain logs for financial accountability.• Assist Security with the completion of inmate Master Count, both daily and when necessary.

	<ul style="list-style-type: none"> • Perform required victim notifications upon offender release; maintain forms and logs. • Ability to multi-task and maintain confidentiality.
REQUIREMENTS:	<ul style="list-style-type: none"> • Must be 21 years of Age • Graduation from high school or possession of a GED Certificate; • Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification. • No illegal drug sale within lifetime. • No illegal drug use within the past 36 months. • No felony convictions within lifetime. • No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime. • Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces. • Successful completion of a criminal background investigation including voice stress analysis, reference/employment/neighborhood checks, and medical evaluation.
PHYSICAL REQUIREMENTS:	<p>The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:</p> <ul style="list-style-type: none"> • Sit for long periods • Stand for long periods • See at normal range or with accommodations • Hear at normal level or with accommodations • Speak understandably • Manual dexterity • Bend/squat • Walk • Lift/Carry/Push-Pull 30 lbs.
KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Type 30 or more correct words per minute (CWPM). • Must be trainable in all essential Booking Clerk functions. • Working knowledge of English grammar, punctuation, and spelling. • Knowledge of court functions and procedures. • Skilled in the use of small office equipment, including copy machines and/or multi- line telephone systems. • Skilled in using computers for data entry. • Skilled in using computers for word processing and accounting purposes. • Ability to plan and organize work efficiently and meet indicated deadlines.

	<ul style="list-style-type: none"> • Ability to adhere to prescribed laws, rules, regulations, policies, and procedures. • Ability to communicate effectively, both orally and in writing. • Ability to deal tactfully with the public, in person and on the telephone. • Ability to establish and maintain effective working relationships.
SELECTION:	Selected applicants will be scheduled for an oral interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
DEADLINE:	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at (Applications that are incomplete, missing information or faxed will not be accepted).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

EQUAL EMPLOYMENT OPPORTUNITY