

**Lubbock County Sheriff's Office**  
**Job Description**

<b>Job Title:</b> Shift Clerk	<b>Dept:</b> Sheriff's Office	<b>Job Code:</b> Detention Division	<b>Grade:</b> CL02
<b>FLSA:</b> Non-exempt	<b>Date:</b> 7/23/2007	<b>Reports:</b> Corporal	

**SUMMARY:** Responsible for the data processing of all individuals being incarcerated into or released from the Lubbock County Detention Facility. Provide reception to the public, attorneys, and bonding company personnel, providing information and documentation regarding individuals that are incarcerated or on work release programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Admit and release inmates at jail.
- Document and inventory personal property of inmates.
- Maintain and organize booking documentation in inmate files.
- Assist classification personnel with permanent inmate files.
- Separate and secure both incoming and outgoing inmate correspondence.
- Distribute documents and essential papers with the Sheriff's Office.
- Register individuals assigned to work release programs.
- Assist with supply inventory.
- Receive all bonds, court bench orders, attorney requests, and public information requests.

**QUALIFICATION REQUIREMENT:** To perform this job successfully, an individual must be able to perform each essential duty. An individual must have the ability to read, write, speak and comprehend the English language. A language skills assessment and a typing evaluation will be given to evaluate the employee's ability to understand the English language. The requirements listed below are representative of the knowledge, skill(s) and/or abilities required.

**EDUCATION, CERTIFICATES, LICENSES and/or EXPERIENCE:** High school diploma or GED and must be at least 19 years of age. Must be able to communicate effectively with others in writing and verbally.

**KNOWLEDGE, SKILLS and ABILITIES:** Knowledge of principles and procedures of record keeping. Pertinent federal, state and local laws, regulations, codes and ordinances. Modern office procedures, methods and computer equipment. Ability to work independently with or without supervision. Maintain physical condition appropriate to the performance of assigned duties and responsibilities; effectively handle work environment and conditions which involve: working closely with others; irregular working hours, exposure to body fluids; effectively deal with personal danger which may include exposure to: armed/dangerous person, communicable diseases; maintain effective audio-visual discrimination and perception needed for: making observations, reading and writing, operating assigned equipment, communicating with others; ability to maintain mental capacity which allows the capability of: exercising sound judgment and rational thinking under stressful circumstances, evaluating various options and alternatives and choosing appropriate and reasonable course of action, demonstrating intellectual capabilities during training.

**PHYSICAL REQUIREMENTS:** 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 is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds or more, such as books and stacks of records. Employee must be able to operate assigned equipment. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Use of vision and depth perception required to include color vision.

**WORK ENVIRONMENT:** Jail environment: potential emergency situations; close work environment; irregular working hours; possible exposure to body fluids, armed and dangerous persons and communicable diseases. The noise level in the work environment is moderate to loud.

**RECEIVED:** \_\_\_\_\_  
Signature and date