

**INGHAM COUNTY
JOB DESCRIPTION**

CLERICAL ASSISTANT TO JAIL ADMINISTRATOR

General Summary

Under the supervision of the Jail Administrator, performs a variety of secretarial and administrative support functions to the Jail Administrator, and provides general clerical support to the Sheriff's Office. Processes and maintains billing for inmates and various agencies, maintains inmate and accounting records for billing purposes, medical reimbursement, and commissary accounts. Answers departmental telephone, and assists and directs callers appropriately. Authorizes and clears individuals to enter the jail facility and to have special visits. Reviews mail, and responds to the items not needing the Administrator's attention.

Essential Functions

1. Responds to inquiries from the public, courts, judges, county offices, and other state and local governmental agencies, in person and by telephone, regarding individuals housed in the jail including charge information, sentencing date, visitation information, as well facility procedures and related matters.
2. May provide reception services which includes receiving visitors to the Sheriff's Office, answering inquiries regarding office procedures and/or directing to proper source, answers routine inquiries, takes messages for staff, and routing others to proper sources. Provides in-person and telephone assistance to attorneys, insurance representatives and the public.
3. Prepares monthly billings for inmates housed in the jail showing the rate for incarceration, number of days, other expenses, and the total of the billing. Bills inmates for incarceration, receipts and accounts for payments, and refers individual inmate billings to collection agency.
4. Receipts and records monies for housing expenses and maintains bookkeeping records. Prepares financial transmittals for the County Treasurer.
5. Assists with inmate trust accounts. Processes transmittals to Treasurer and performs bank reconciliations.
6. Monitors inmate medical expenses and assists inmates in transferring insurance information to hospitals, pharmacies, and doctor's offices. Deducts appropriate medical expenses from inmate cash accounts. Communicates with Blue Cross-Blue Shield of Michigan and/or Michigan Association of Counties relating to appropriate data in conjunction with the contract with Blue Cross-Blue Shield of Michigan. Communicates with outside medical care providers.

CLERICAL ASSISTANT TO JAIL ADMINISTRATOR - SHERIFF'S OFFICE (12/21/98)

Page 2

7. Verifies in-kind medical services, includes checking inmate's stay of incarceration against dates of medical care by medical services provider.
8. Calculates and logs daily jail counts and completes the detainer report, and communicates with the Michigan Department of Corrections regarding medical and behavior problems with their prisoners along with day-to-day operations.
9. Maintains records of inmates housed for other agencies and regularly checks booking records for intake and discharges. Ensures the records contain medical bills, transportation fees, and other expenses of the inmates.
10. Authorizes and schedules special visits for inmates for out-of-town family, pre-prison visits, contact visits with children and other special circumstances.
11. Clears individuals through the LEIN Terminal and authorizes entrance to the jail facility and authorizes special visits, includes updating clearance books to allow entrance to facility.
12. Compiles information, sets-up, and types a variety of materials such as legal documents, juvenile petitions, inmate file cards and folders, police reports, warrant letters, investigations, interviews, and monthly and quarterly reports.
13. Maintains various records, documents, and reports which are confidential, and complies with the Privacy Act and Freedom of Information Act in providing copies of various documentation.
14. Performs secretarial functions such as preparing correspondence, taking notes at meetings, and preparing meeting minutes.
15. Sets-up and maintains filing systems, includes indexing, retrieving and re-filing statements, police reports, traffic citations, inmate records, cards, documents and general correspondence from the courts, attorneys, insurance companies, military, and the public.
16. Maintains inmate records, billing statements and statistics.
17. Prepares certificates for awards banquets.
18. Provides back-up support to the Sheriff's Office, includes typing case reports and supplemental information, distributing and securing signatures so that reports can be forwarded to the Prosecutor' Office, entering arrest information into computer for Michigan Incident Crime Report, and reviewing and coding information for Michigan Incident Crime Reporting.

19. Provides back-up support in typing schedules for shifts on a monthly basis, typing confidential disciplinary reports, memos, reports, and other documents, and logging in incident reports and tracking missing reports.
20. May serve as back-up for Communications Operator, working on LEIN system, including entering, deleting, and modifying warrants and stolen property files and communicating on LEIN with other law enforcement agencies on background checks, warrants, bonds, court appearance information and transports.

Other Functions

21. Prepares volunteer lists as needed in cooperation with the Inmate Referral Coordinator.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent with some advanced coursework in accounting/bookkeeping, business, and legal terminology.

Experience: One year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

Working Conditions: Works in office conditions located within the County Jail. Exposure to individuals incarcerated for a variety of criminal offenses.