

GRADE: 5NE

TITLE: PROCESSING CLERK
BUREAU: INVESTIGATION & SUPPORT
DIVISION: PRISONER PROCESSING

REPORTS TO: SERGEANT, PRISONER PROCESSING
SUPERVISES: NONE

POSITION SUMMARY: Performs duties involved in providing for the security of prisoners, preparing and processing documents related to the arrest, booking and final release of a prisoner; processes prisoners photographs and fingerprints.

FUNCTIONS OF THE JOB

Essential Functions

1. Books arrested prisoners, recording all pertinent information on the arrest and logbook.
2. Receives prisoners from other districts and outside agencies. Reviews and verifies field booking procedures of officers to ensure that correct charges are applied.
3. Places prisoners in proper cells and enters all pertinent information on the confined arrest register and holdover copy.
4. Monitors holding time limit requirement for others.
5. Photographs prisoners and takes fingerprints. Forwards prints to latent print unit. Maintains quality standards for fingerprints.
6. Updates arrest registers with current information.
7. Accepts warrants and summons from sheriff.
8. Prepares documents for bond release of prisoners.
9. Responds to phone calls from citizens and walk-ins requesting information regarding arrested persons. Provides information on prisoners by phone to attorneys, probation officers, law enforcement agencies and courts.
10. Escorts prisoners from 1st floor holding to the 2nd floor booking area and ensures transfer and ensures transfer to DOC.
11. Delivers warrant information and release cards to proper location.
12. Searches prisoners and removes personal property from a booked prisoner and makes proper notation if any property is found.
13. May perform other similar or related duties.
14. Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Standing, walking, sitting, reaching, pushing, grasping, talking and hearing.
2. Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, to judge distance and space relationships and to identify and distinguish colors.
3. Average – exert up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of this job.

Exposure to a wide variety of conditions inside holding cells/prison environment. Exposure to external conditions and transporting prisoners from security point to holding cells . Fumes, dust, odors associated with restricted living environment.

POSITION QUALIFICATION REQUIREMENTS

Education: Knowledge of basic security or trade work. A high school diploma, GED or technical, vocational school diploma.

Experience: Six months of security or facilities experience to include experience in dealing with the public. Preferred typing skills of 25 words per minute.

Skills and Abilities:

Skills and abilities that may be representative but not inclusive of those commonly associated with this position.

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to operate mechanical equipment within proper safety guidelines and operating procedures.
3. Ability to handle prison inmates and deal with the situations involving restraint and all safety procedures.
4. Ability to deal with prisoners in limited security situations.
5. Ability to complete work logs with proper coding, format and spelling.

Machines, Tools, Equipment and Work Aids:

Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Computer, fingerprint processing equipment, camera, telephone, .

License(s)/Certifications:Rejis certification, valid MO. Drivers License, CPR training

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

“Common associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate

Original Evaluation	Revised By	Revised By	Revised By
GF: 9/96	MG: 11/99	MG: 4/05	