



## HUMAN RESOURCES



Email: [acsojobs@adaweb.net](mailto:acsojobs@adaweb.net)

Fax: 208-577-3559

[www.adacounty.id.gov/sheriff](http://www.adacounty.id.gov/sheriff)

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

### LAW ENFORCEMENT RECORDS TECHNICIAN (BOOKING, INMATE PROPERTY, AND CLASSIFICATIONS)

**HIRING WAGE:** \$14.68/hour

**STATUS:** Full Time with Benefits

**CLOSING DATE:** UNTIL FILLED

**APPLICATION MATERIALS:** Apply online at [www.adacounty.id.gov/sheriff/careers](http://www.adacounty.id.gov/sheriff/careers)

#### GENERAL SUMMARY

Performs support functions related to the Sheriff's Office. Work is performed under well-established guidelines set forth by State and Federal law. Scope of work requires a high degree of accuracy, confidentiality, organization, and attention to detail. Confirms and processes the intake and release of inmates at the Ada County Jail. Properly books arrestee into the jail as indicated by arrest citation, court order, warrant or other suitable documentation. Maintains custody and control of inmate's property and cash. Provides a positive customer service experience by greeting the public in a professional manner and providing information in the Sheriff's Office Lobby. Schedules and maintains visiting areas for Attorney's and other Jail Professionals. Interacts extensively with law enforcement officers and other law enforcement agencies. Position is located in the Ada County Sheriff's Office, Administrative Services Bureau, Records Division.

#### ESSENTIAL FUNCTIONS

- Operates general office equipment, including computers, scanners, printers, and other general office equipment;
- Operates a multiline telephone system to receive and route calls;
- Sorts, processes and routes all incoming mail to the Ada County Jail;
- Greets the public and provides information in the Sheriff's Office Lobby;
- Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned or on an as needed or on-call basis;
- Processes incoming and outgoing inmates and arrestees;
- Enters information into the Tri Tech Inform jail system (IJ5)
- Gathers and interprets arrest and booking document;
- Receives inmate and arrestee's property and stores property in secure storage;
- Maintains inmate files used in the classification process;
- Document and store excess inmate property received from Housing Units
- Thorough knowledge of policies and procedures regarding the custody and safekeeping of inmates property;
- Maintains inmate property in a safe and secure manner until their release from custody;
- Completes mug shots and fingerprints;
- Schedules and maintain visiting areas for attorneys and other professional visits
- Responsible for processing, data entry and documenting professional visits.

#### ADDITIONAL FUNCTIONS

- Cross trains in other law enforcement areas;
- May be required to deliver documents and/or evidence to other Ada County facilities or Agencies;
- Performs simple bookkeeping duties related to inmate banking and commissary accounts;

- Performs related functions as required;

#### **JOB REQUIREMENTS**

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- Must possess a high school diploma or equivalent;
- Must have a valid and current driver's license;
- Knowledge of legal procedures, documents, and terminology preferred;
- Knowledge of English grammar, punctuation and spelling;
- Skill in providing customer service;
- Skill in organizing and accurately accomplishing work within limited timeframes;
- Ability to type at least 40 wpm;
- Ability to effectively demonstrate initiative and problem-solving skills;
- Ability to communicate effectively both with verbally and in writing, with culturally diverse populations;
- Ability to maintain confidentiality;
- Ability to operate general office equipment: including computers, scanners, printers, and other general office equipment;
- Ability to learn new specialized computer applications; Ability to maintain a large amount of data with a high degree of accuracy;
- Ability to research, investigate and correct clerical data; and
- Ability to meet and deal effectively with the general public, fellow employees, inmates and their families, court officials, and others in stressful situations.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- May be required to lift or move up to 35 pounds. Some areas may require the ability to lift greater weights and/or use a variety of safety ladders, handcarts, and dollies;
- May be required to sit or stand for extended periods of time;
- Some areas may require sufficient personal mobility and physical reflexes, bending, kneeling, and twisting to move large or heavy objects;
- Work is performed in a jail facility. Some areas may require working in conditions such as a property room and limited exposure to outside environments;
- Work duties and tasks for some LERT positions may be performed within the jail environment in close contact with inmates and offenders;
- Some areas, such as Booking and Lobby may require working around and with hazardous materials including, but not limited to, narcotics, weapons, bodily fluids, and other crime-related evidence.

#### **DISCLAIMER**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

**Ada County Sheriff Human Resources | 7180 Barrister Drive, Boise, ID 83704**

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