

**DEPARTMENT:** Barton County Sheriff's Office

**POSITION TITLE:** Records Clerk

**GRADE:** 2

**EMPLOYMENT CATEGORY:** Regular Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** Detention Sergeant, Sheriff, Undersheriff, Records Supervisor

**POSITION SUMMARY:**

Maintains the records of prisoners and inmate files. Maintain and print cases. Completes monthly billings for inmate housing and statistical reports as required. Maintains civil process and warrants. Assists other clerks in duties. This person in this position will be required to work shifts.

**FUNDAMENTAL JOB DUTIES:**

Receives inmate files which contain reasons for arrest, statistics on the subject arrested and whether placed in custody or how bonded out of jail. Receives and completes a disposition sheet related to the arrest. Write an Inmate card for quick reference. Maintains a record of prisoner book, which shows the number of prisoners, booked in per month and length of stay in jail. Also maintains inmate files. Prepares billing to other counties for their prisoners being housed in the Barton County Jail.

Receives civil process and prepares it for deputies to be served. Complete entry in computer for civil process. Receives warrants and enters them into computer. Required to become NCIC certified.

Print copies of case and accident reports and send cases to KBI. Maintains a record of money received and to who copies are given or sent. Provides information to the various Police Departments, County Attorney. Send teletype information to the KBI, FBI, and other intrastate and interstate agencies.

Personal and telephonic contact with general public and other law enforcement agencies.

**EDUCATION:**

High school diploma or GED equivalent plus one (1) year business college training in secretarial skills or equivalent experience. Computer skills in data entry and word processing.

**EXPERIENCE SKILLS:**

- Knowledge of sound practices and methods employed in a modern law enforcement records division.
- Knowledge of all applicable laws and rules and regulations regarding the privacy act.
- Knowledge of proper use of office computers.
- Knowledge of departmental policy and procedures regarding booking of prisoners.
- Ability to type at a minimum rate of 45 words per minute.
- Ability to work under stressful conditions and to maintain confidentiality.
- Ability to maintain effective working relationships with others.
- Ability to follow instructions and to work with minimum supervision.

Ability to communicate clearly and effectively both verbally and in writing.  
Ability to follow instructions verbally or written form.  
Ability to properly use communication equipment.

#### **PHYSICAL REQUIREMENTS / ABILITIES:**

This person exercises technical skills under supervision. Most duties are repetitive and related. Unusual problems referred with suggestion for solution. Continually uses computer, telephone, copier and power file. Frequently uses Teletype terminal. Must pay close attention to details. Sits at desk, stands to retrieve file and wait on the public. Must be able to occasionally lift a minimum of 35 pounds boxes.

#### **WORKING CONDITIONS / ENVIRONMENT:**

This position has no supervisory responsibilities. Records personnel are required to pay close attention to detail. They are responsible for maintenance of departmental records in accordance with local, state and federal laws, and assuring that these records are kept in the proper places for the proper amount of time. To furnish records and reports to the courts and State of Kansas as required. Must possess valid Kansas Driver's License. No Felony or Class A Misdemeanor Convictions. Contact with public and inmates.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head  
Signature \_\_\_\_\_

DATE WRITTEN: April 1985  
DATE REVISED: March 3, 2005  
DATE REVISED: March 16, 2015  
DATE REVISED: October 27, 2022