



Administrative Detention Bookkeeper

Job Code: Grade 10
Exempt: No
Department: Sheriff's Office
Reports To Captain
Location: Sheriff's Office
Date Prepared: October 11, 2018
Date Revised: October 17, 2018

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible

GENERAL DESCRIPTION OF POSITION

Under the direction of the Detention or Services Captain, the incumbent is responsible for the retrieval of and data entry for Circuit and District Court judgments, collection of district bonds, payment of traffic fines and the preparation of arrest reports submitted to outside agencies. Provides administrative level secretarial duties for the Captain and senior personnel of a 710 bed facility. This position works closely with the Captain, all areas within the Detention Center, plus county, state and federal agencies, district courts, as well as vendors, the general public, and other county offices. The incumbent is solely responsible for the billing for the housing of Arkansas Department of Correction, U.S. Marshal Detainees, U.S. Marshal Transports and Immigration and Customs Enforcement (ICE).



ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform administrative level administrative duties for the Detention or Services Captain; to include typing, answering and disseminating telephone calls, personal visits, answering and distributing of correspondence. Must maintain confidentiality for sensitive information as directed by the Captain or by County Policies. Resolve problems and interact with customers in a professional manner, when required.
2. Must have in-depth knowledge of all detention operations and jail standards, as to assist the public with questions when entering the detention center.
3. Coordinate with other agencies, county, state, and/or federal, if necessary, to collect bonds and serve warrants.
4. Responsible for billing to the Arkansas Department of Correction, U.S. Marshal's Office, Arkansas Department of Community Correction and ICE, for housing of and transporting of, detainees in the Detention Center. Reimbursements received by this billing are in excess of \$2,000,000 annually. Responsible for recordkeeping and billing the Arkansas Highway department for detainee trash pick-up on state and federal highways. Reimbursements received by this billing exceed \$ 30,000 annually.
5. Review and post all release bonds, arrest or booking sheets, traffic tickets, warrants served for all District Courts in Washington County.
6. Responsible for the Bond and Fine Account by collecting and receipting in excess of \$13,000 weekly. Responsible for maintaining a checking account and keeping accurate records, which are subject to annual state audits. Process end-of-day reports to ensure all receipts, money and reports are in balance.
7. Process and generate reports on a regular basis as well as at irregular intervals, as the occasion demands.
8. Ensure that proper steps are taken to efficiently perform all duties under the direction of the Detention or Services Captain.
9. Responsible for the collection and receipting of approximately \$ 650,000 annually for fees, bonding, drug test, fingerprinting, work release, booking and warrants fees. Ensure that all accounts are kept up-to-date for various bonds and fees.
10. Ensure that all files maintained within the department are up-to-date and accurate for continuity of operations and satisfaction of local, state and federal requirements.
11. Ensure that all documentation is accurate and thorough to facilitate the proper accounting process.



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12. Prepare paperwork for detainees transport to Arkansas Department of Correction and Department of Community Corrections.
13. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
14. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.
15. Provide administrative support to the Captain and other ranking personnel.
16. Responsible for the disbursement of approximately \$ 500,000 in cash bond monies to District Courts, Child Support Enforcement, and out of state courts.
17. Responsible for the recording of payments from the Social Security Administration and detainee telephone systems.
18. Supervise time-keeping records for 200 employees for accuracy of hours, payroll codes, leave of absence records, etc. and prepare for the Sheriff's signature. Train supervisors on proper procedures for time-keeping. Complete payroll worksheet for submittal to County Comptroller. Maintain and file records of timesheets, compensation, vacation, overtime, worker's compensation, Family Medical Leave Act, and leave of absence.
19. Responsible for scheduling interviews for applicants, organizing application documents and check sheets, and recording dispositions for all expired applications.
20. Responsible for providing the Quorum Court with monthly Jail statistics and reports.
21. Responsible for the annual Survey of Jails and the annual Death-in-Custody reports and records involved in the Prison Rape Elimination Act that are requested by the US Census Bureau.
22. Attend and take notes for weekly staff meetings.
23. Organize and maintain all jail personnel files kept in the Captains' office.
24. Provide Notary Public service for detainees.
25. Responsible for the Purchase Card (P-Card) accounts of the Captains, Lieutenants and Detention Administration, Transport Division and Aircraft transports. Keeps receipts and reconciles monthly statements.
26. Prepares purchase requests for supplies and other needed items.



27. Responsible for scheduling the transportation of committed detainees to the Arkansas Department of Corrections and the Arkansas Community Corrections.
28. Responsible for documenting workers for Community Service and notifying the District Courts of their completion or non-completion of sentences.
29. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.



SOFTWARE SKILLS REQUIRED

Intermediate: Accounting, Alphanumeric Data Entry, Database, Payroll Systems, Spreadsheet, Word Processing/Typing

Basic: Contact Management

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the



possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is frequently required to sit, talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ADDITIONAL INFORMATION

Must not have any felony convictions.

EDUCATION and/or EXPERIENCE:

Associates Degree or equivalent from a technical school or three to five years related experience and/or training is required. The incumbent should have a minimum of three to five years' experience in general accounting and bookkeeping.

OTHER SKILLS and ABILITIES:

The incumbent should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures, and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills; must possess the ability to establish good rapport with individuals often under difficult circumstances. The Administrative Detention Assistant should also possess skills for operating a calculator, word processor, and computer.



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SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____