

Booking Clerk

Code No.: 3-05-238

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for prisoner processing and arrest package preparation and performing the related clerical tasks, in a police department. The duties require a moderate degree of decision making. Typing using a personal computer and typewriter is an integral part of this position. The work is performed in close physical proximity to, and the incumbent is often required to perform the duties of the position while being alone with, arrested individuals. Work involves physical contact while performing duties such as taking fingerprints. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The employee reports directly to and works under the general supervision of a higher level staff person such as a Police Lieutenant. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Gathers information verbally from arrested individuals, as well as from other sources such as legal documents, driver's licenses and warrants;

Receives, reviews, and ensures accurate completion of paperwork associated with all arrests;

Accesses files from computer networks such as the Monroe County Moris system, National Crime Information Center (NCIC), National Law Enforcement Telecommunications Center (NLETS), state and national Department of Motor Vehicles, and state and national warrant systems;

Photographs and fingerprints incoming arrestees;

Performs data entry for incident reports, court documentation, files of arrested individuals and other documents as required;

Types and maintains statistical and narrative reports and data;

Establishes and maintains a filing system;

Keeps related records;

Composes and types correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines, and equipment; good knowledge of business arithmetic; good knowledge of proper grammar and punctuation; good knowledge in the techniques involved in record keeping; working knowledge of the functions and structure of a police department; skill in typing at 35 words per minute; skill in using a personal computer and typewriter; ability to operate office machines such as the electronic work station, telephone, FAX machine, calculator and photo copier; ability to compose and type written correspondence; ability to work with a variety of forms; ability to type and enter data accurately utilizing a computer; ability to utilize and retrieve information from different computer software programs; ability to communicate in writing; ability to communicate effectively verbally to individuals; ability to retrieve information from arrested individuals in an accurate manner; ability to deal effectively with people of all levels and backgrounds; ability to take photographs of arrested individuals; ability to fingerprint people; ability to establish good working relationships with others; tact; courtesy, common sense; initiative; friendliness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of full-time or its part-time equivalent paid or volunteer business or office experience which included typing or data entry; OR,
- (B) Successful completion of thirty (30) semester college credit hours (must be clearly indicated on application) plus one (1) year of full-time or its part-time equivalent paid or volunteer experience as stated in (A) above; OR,
- (C) One (1) year of full-time or its part-time equivalent paid or volunteer experience in prisoner processing and arrest package preparation; OR,
- (D) Any equivalent combination of training and experience as described within the limits of (A), (B), and (C) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: June 7, 2001