



CLASSIFICATION NO. 130

Established: 4/11

Revised: 6/21

FLSA: Non-Exempt

EEO: 6

JAIL SERVICES TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of administrative support duties relating to the detention, arraignment, sentencing, sanctioning, transport, and release of inmates; to provide technical and clerical support to law enforcement; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Jail Services Technician classification is used in the Sheriff's Office's jail facility. The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Jail Services Technician creates, enters, processes, and maintains a variety of documents, records, and files concerning adults in custody in order to properly and effectively move adults in custody through the booking, arraignment, sentencing, transport and release stages of the criminal justice system. Incumbents handle the majority of incoming calls to the jail facility, and provide assistance and information to law enforcement and related personnel, court personnel and outside agencies, attorneys, media, and to the public. The Jail Services Technician performs administrative support and clerical duties of a complex and technical nature.

The Jail Services Technician differs from Office Specialist 2 which performs administrative support activities of a complex or technical nature but not the full range of specialized administrative support functions related to the intake, detention, incarceration, release and transport of adults in custody into, out of, and between jails and correctional facilities, and release to treatment centers. It also differs from Legal Secretary which performs administrative work involving the preparation and processing of legal documents for litigation or potential litigation.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Receives custody reports and supporting documentation either electronically or handwritten from arresting or transporting officers for detainees arrested from the street, courthouse, or outside correctional or detention facility; verifies information is correct and complete meeting facility policy and legal standards; edits information on custody reports as necessary; inputs data into law enforcement computer system; updates booking records to reflect changes in criminal charges, sentence orders, sanctions, and release dates; reviews criminal history, active warrants, no contact provisions, and driving history; receives and requests confirmations for wanted persons; locates outstanding warrants; schedules transfer of

adults in custody between facilities; assists officers and outside agencies in arranging transport of fugitives; prepares files for release and/or transfer from the facility due to overcrowding, recognizance, pretrial release, bail, court release, electronic home detention, release to treatment, and adults in custody who are at time served.

2. Opens, closes, and merges trust accounts; issues checks and debit cards from trust accounts to adults in custody and designees; receives and processes bail funds.
3. Schedules adults in custody for court appearances with the municipal and circuit courts; coordinates video arraignments and operates video equipment at jail location; works with the District Attorney's Office, municipal and circuit courts, and community corrections in preparation for hearings by determining when, where, how and on what pending criminal and civil matters adults in custody will appear; ensure legal documents are received and accurate in order to detail adults in custody, and provides documentation to adults in custody; corresponds directly with court and judicial staff before, during and during video appearances.
4. In adherence to Sheriff's Office policies and procedures, and in accordance with statutory guidelines, interprets and inputs judicial orders and sentences into law enforcement computer systems; calculates and reports length of incarceration, including the application of credit for time served and good time/earned time credit; determines eligibility and applies sentence reductions and additions as appropriate for work time credit, alternative sanction and incarceration programs and returns to custody due to program failures, escapes, and facility transfers.
5. Monitors case status for adults in custody detained on parole and administrative probation holds; works with parole and probation officers, the Parole Board, and the local supervising authority to schedule and conduct sanction hearings via video and telephone.
6. Processes documents concerning out-of-county and/or out-of-state holds, including waivers and orders of extradition, governor's warrants, agency detainers, judicial passes from custody, and orders for mental health evaluations and commitments.
7. Receives and coordinates and/or responds to various requests; researches and responds to requests for information regarding adults in custody and jail records; communicates with court and judicial staff regarding ambiguous or contradictory orders for purposes of clarification or amendment; coordinates with Community Corrections staff to arrange court ordered drug, alcohol and mental health treatment; coordinates with outside law enforcement agencies and courts to provide for out of custody video court appearance; prepares and responds to incarceration inquiries such as court dates, bail amounts, and charges from outside agencies, attorneys, media, and the public.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Local, state, and federal laws, rules, regulations and procedures related to inmate booking, arraignment, and fugitive warrants; Oregon Revised Statutes, Oregon Administrative Rules and applicable case law concerning sentencing calculations and procedures; LEADS system at Inquiry level; court processes and procedures; legal terminology;

English composition, spelling, punctuation and grammar; arithmetic; clerical and record keeping procedures; general care and operation of office and video equipment.

Skill to: Interpret and apply law enforcement laws and regulations, and department policies and procedures; accurately record and follow court orders; timely and accurately input and update information into databases; accurately count and perform arithmetic calculations; accurately type and file reports; communicate effectively, both orally and in writing, with deputies, staff, and adults in custody; operate computer software and other office equipment; establish and maintain effective working relationships with law enforcement and court personnel, other agencies, and the public.

WORKING CONDITIONS

Duties are performed in a secured adult correctional facility involving some contact with Adults in Custody.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must be able to perform data entry at a minimum of 115 key strokes per minute (approximately 30 WPM).

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS.

Must possess Law Enforcement Data System (LEDS) certification within thirty (30) days of hire.