



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Booking Security Associate

**LOCATION:** Sheriff's Office

**HIRING RANGE:** \$21.82 - \$24.25/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 4 days on/2 days off rotation, working 8 hours per shift  
Shifts run 6 am–2 pm, 2 pm-10 pm and 10 pm-6 am  
shift selection by seniority

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*July 2022*

**POSITION:** Booking Security Associate - Jail

**DEPARTMENT:** Sheriff's Office

**PAY SCALE:** Hourly

### **PURPOSE AND SUMMARY:**

Controls access and monitors all security devices for the County Jail. Provides clerical and recordkeeping services related to all prisoner activities.

### **ESSENTIAL FUNCTIONS:**

1. Maintains the safety and security of the Jail by controlling all ingress and egress through effective screening, credentialing, and key control. Operates Jail holding cell doors, sally port, and duress alarms. Knows emergency and evacuation procedures for the Jail. Monitors radio communications and dispatches appropriate personnel to emergency situations. Responsible for key control and maintains a key log inventory.
2. Assists with inmate booking and releases to include document preparation, warrant checks, and all associated paperwork submittal and filing. Screens individuals and their property entering secure or restricted access areas. Monitors the cameras and security devices throughout the Jail ensuring that all electronic panels, surveillance equipment, locking

devices, and alarms are in proper working condition. Logs all incoming inmate mail for the Jail. Handles cash and bond postings to include reconciliation of all financial transactions.

3. Stores and releases all inmate and visitor property in accordance with Agency procedures. Compiles and disseminates daily court list. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides a professional level of customer service to internal department staff and externally to consumers of service.
2. Receives phone calls and assists the general public and visitors with their inquiries.
3. Completes public records requests from inmates and the general public.
4. Maintains logs of when Huber inmates leave and return to the Jail.
5. Assists with visitation to include ensuring prohibited items remain outside of the Jail.
6. Monitors inmate movement throughout the Jail.
7. Answers all radio, phone, and intercom requests in a professional and timely manner.
8. Creates, maintains, and submits Agency records to local, State of Wisconsin, and Federal authorities.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to the Corrections Sergeant.
2. Works closely with Corrections Deputies.
3. Interacts regularly with outside law enforcement agencies, probation/parole, and other criminal justice professionals.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School diploma or its equivalency required, plus related experience preferred.
2. Ability to perform accurate data entry and retrieval.
3. Ability to obtain and maintain TIME system certification.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of office terminology, practices, procedures, and equipment.
3. Possession of good organizational skills with the ability to file information properly and consistently.
4. Familiarity with and ability to use a computer for various data entry and software applications.
5. Ability to remain focused and objective during emergency situations.
6. Ability to work effectively and cordially with the general public and other employees.
7. Ability to communicate the English language effectively orally and in writing.
8. Ability to meet regular and predictable attendance standards.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to work at a computer or view monitors for an extended period of time.
2. Ability to function in situations which may rapidly change from those encountered in a normal office setting to those which are emergencies and highly stressful.
3. Ability to stand for extended periods of time and lift and carry items of various sizes and shapes weighing up to 50 pounds.

