

## **Champaign County Sheriff's Office Job Description**

**Job Title:** Visitation Clerk

**Department:** Sheriff/Correctional Center

**Reports To:** Officer in Charge of the Shift

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** April, 2004

**SUMMARY** Performs responsibilities involved in logging-in all visitors and deliveries to the Champaign County Correctional Center, including bond money.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Monitors and supervises residents' mail and visitation. Maintains computer and paper records thereof.

Assists with resident's bonding and attorney contacts.

Deals with the public both in person and by telephone.

Performs tasks to assist in maintaining accounting of inmate accounts.

Performs other duties as requested by a supervisor.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

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

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); with courses in typing, business machines operation and general office procedures or equivalent combination of education and experience. Requires knowledge of the operation of office equipment including an on-line computer terminal. Knowledge of correctional center rules and procedures helpful.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, memos. Requires good knowledge of the English language and spelling. Ability to write simple correspondence. Ability to effectively present information to co-workers, correctional center residents and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office conditions. The noise level in the work environment is quiet to moderate.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**