



EL PASO COUNTY (CO)
invites applications for the position of:

Administrative Technician - Inmate Records

SALARY: \$46,384.00 - \$47,819.20 Annually

OPENING DATE: 07/23/22

CLOSING DATE: 08/07/22 11:59 PM

DEPARTMENT: Sheriff's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

JOB NUMBER: 2200534

ESSENTIAL JOB FUNCTIONS:

Salary to be commensurate with qualifications

El Paso County Benefits

- Work-Life Balance
 - 12 vacation days (96 hours, accrued per pay period) annually
 - 3 personal days (24 hours) annually
 - Hired 1/1-4/30, 3 days (24 hours)
 - Hired 5/1-8/31, 2 days (16 hours)
 - Hired, 9/1-11/30, 1 day (8 hours)
 - 12 sick days (96 hours) annually
 - 11 holidays annually
- Employee Fitness Centers
- Medical, Dental, Vision, and Life Insurance ([click here](#) for more information)
- 2 Onsite Health Centers
- Retirement plan ([click here](#) for more information)
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Employee Assistance Program ([click here](#) for more information)

Processes and maintains all administrative records concerning inmates in the detention facilities.

- Maintains, updates files, and retrieves all inmate records for the detention facility.
- Coordinates processing of inmate records with courts and other agencies by phone, teletype, or written correspondence including checking on bond status, mittimus and court documents, detainers, and scheduling prisoner transport.

- Assists deputies in tracking and distributing inmate documents within the facility and to outside agencies.
- Prepares and maintains records and reports on work release inmates, juvenile detainees, inmates' DOC status, and inmates detained by other law enforcement agencies.
- Maintains list of authorized bondsmen.
- Answers telephone, staffs the transaction window, collects funds, and answers general information questions.
- Performs other duties as required.

QUALIFICATIONS:

- High school diploma or equivalent education required.
- Minimum two years clerical experience, preferably in the law enforcement or judicial field.
- Must be honest, truthful, trustworthy and possess a high degree of personal integrity.
- Knowledge of record keeping systems.
- Ability to comprehend and accurately maintain a variety of detailed records and information.
- Ability to perform accurate data entry and organize paperwork.
- Ability to proofread others' work and correct any errors.
- Ability to use office equipment, including telephone, teletype, computer, typewriter, calculator, fax machine, and copier.
- Maintain regular and punctual attendance.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass conditional post offer background investigation, truth verification examination, motor vehicle record check and drug screen.

LICENSES/CERTIFICATES:

- Must possess and maintain a valid Driver's License.
- Must obtain and maintain Criminal Justice Information System (CJIS) Compliance within six months of employment.

WORK CONDITIONS:

Work is performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MAY BE FILED ONLINE.

For inquiries, call 719-520-7401. Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and re-hires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603). **EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Administrative Technician - Inmate Records Supplemental Questionnaire

* 1. How did you learn of this position?

- El Paso County Website
- Indeed.com
- Employee Referral
- Social Media (Twitter/Facebook)
- LinkedIn
- University/College Career Site
- Industry-specific Career Site
- Professional Membership Career Site
- Career Fair
- Other

* 2. Please select your highest level of education.

- High school diploma or equivalent education
- Associate's degree
- Bachelor's degree
- Postgraduate degree
- None of the above

* 3. Do you have a minimum two years clerical experience, preferably in the law enforcement or judicial field?

- Yes No

* 4. The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

- Yes No

* Required Question