



Pennington County Booking Technician (Non-Exempt B21)

Position Objective:

The Booking Tech serves a dual function for the Pennington County Jail. They are tasked with controlling facility movement in the control room and processing inmates in and out of the facility. This is a complex role requiring a high level of accuracy and security compliance.

The Booking Tech is responsible for booking inmates in and out, maintaining inmate accounts, and assisting booking staff as needed. This process requires close and courteous interaction with inmates, attention to detail, and the ability to handle multiple tasks simultaneously.

When assigned, the Booking Tech operates the control room, the hub of all communication and movement within the Jail. The Booking Tech serves a vital role in maintaining a safe and smooth running facility.

Essential Functions:

- Providing exceptional customer service to inmates, visitors, professional and public service partners.
- Controlling movement within the secure side of the facility to include inmates, visitors and staff.
- Directing emergency response movement and communication.
- Serving as the last line of defense in the secure control room during major incidents.
- Monitoring security cameras for officer and inmate safety.
- Entering and releasing inmate property.
- Managing inmate money accounts to include deposits and withdrawals.
- Entering, collecting and managing inmate bond and fee payments.
- Serving as the primary point of contact for public and professional inquires.
- Serving as the point of contact for inmate information to the clerk of courts, attorneys, probation, patrol, and other public service partners.
- Maintaining inmate files in the electronic record system.
- Communicating information to inmates regarding their accounts, property and intake process.
- Verifying intake and release information to include identification, charges and hold details.
- Understanding charge, hold, bond and court processes to mitigate errors.
- Completing required forms for housing and releasing inmates.
- Completing questionnaires by communicating with inmates.
- Placing property notifications and alerts into electronic records system.
- Processing trip procedures for other entities transferring inmates in and out of custody.
- Entering and communicating court results to include dates, charges and sentencing information.
- Inputting and removing data into criminal databases.
- Attending meetings as trainings as required.
- Adhering to policies and procedures.

- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- Two years' experience with financial account management, security systems or entering confidential information into computer databases.
- Preference for those with work experience in the court or criminal justice system.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office of a correctional facility. Periodically work is performed in a moist environment. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

While assigned to the control room, must be able to work in a confined environment while seated in front of multiple monitors for the duration of an 8-hour shift. Data entry, operation of a phone and two-way radio is required. While working at the booking counter, must be able to stand or sit for extended periods while entering data, type, inventory an inmate's property, speak, hear, and talk clearly. General movement around the work area such as bending, stooping, and lifting is required to perform the various tasks associated with changing or releasing an inmate.