Pennington County Sheriff’s Office Job Description

**Job Title:** Staff Assistant III - Jail  
**Division:** Jail  
**Reports To:** Office Manager  
**Grade:** 10  
**FLSA Status:** Non-Exempt  
**Approved Date:** 2/27/12

**Job Summary**

The Staff Assistant III assigned to the Jail provides general administrative and customer service support. The Staff Assistant III reports to the Jail Office Manager and works as a peer to the staff assistants as needed. This position requires exceptional attention to detail, program specific knowledge and strong organizational skills.

The Staff Assistant III is typically assigned to work between the hours of 8am and 5pm Monday through Friday. This position qualifies for a flexible work schedule per Global Policy as coordinated with supervisor.

**Essential Duties and Responsibilities that could be included…**

- Scan documents into the correct folder and programs, verifying the information is complete.
- Utilize a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and creates reports based on inmate accounts, appointments, and activities.
- Operate word processing equipment to create, format, print, and revise letters, memos, reports, forms, labels, and other printed materials for inmates, staff, professional visitors, and the general public.
- Collect inmate mail and email requests. Log and charge appropriate accounts.
- Deliver supplies, mail and forms to cell blocks and other departments.
- Provide the public with general and/or explanatory information, explain and clarify rules, processes, and procedures, answer questions, and resolves a variety of problems within a defined scope.
- Answer Jail phone lines, take/retrieve messages, refer caller to appropriate department.
- Assist the general public with Jail procedures and protocols.
- Run background checks both local and NCIC.
- Prepare and processes inmate warrant fees, to include collecting fees and processing paperwork.
- Schedule inmate appointments and prepare appropriate paperwork.
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- Calculates inmate credit for time served for law enforcement and court related agencies for sentencing.
- Maintains a module that is used to determine which professional visitors are approved to access the secure facility.
- Basic bookkeeping duties to include collecting payment, processing receipts, entering payments, writing checks and assisting with month end balancing.
- Assist in the training of staff assistant 1 personnel.
- Orders supplies and materials, prepares purchase requisitions, and maintains inventory records. Operates a variety of office equipment.
- Attend trainings and meetings as required.
- Performing other duties as assigned.

Minimum Requirements

- High School Diploma or GED;
- 2 years related experience (clerical and/or customer service)
- Valid South Dakota Driver’s License

Working Environment

The work is performed in an office. Staff may be exposed to strong odors or offensive language. Moderate levels of noise are common due to public visitations.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.