

INMATE PROPERTY CLERK

SALARY: \$35,121.46

JOB OBJECTIVE

This position is responsible for taking property for recently incarcerated inmates, storing that property, and returning it to the inmate upon release. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Processes property for recently-incarcerated inmates

- Stocks shelves with items to be dispensed to inmates

- Stock bags for incoming inmates

- Verifies and receipts inmate money (checks, money orders, cash etc.)

- Requires inmates to sign relevant paperwork (property slips; booking/processing fee, etc)

- Lists and receipt property and clothing taken from inmates into Jail Management System (JMS)

- Place clothes taken from inmates into assigned property bag (with shoes and other property)

- Gives inmates jail-issued clothing and hygiene items

- Hangs property bags according to filing system

- Locates inmate property

- Gives property to released inmates or law enforcement staff accepting custody of inmate

- Checks inmate identification

- Records property release in JMS/logbook

- Conduct weekly audit of all property bags/property stored in property room

- Transfers property on inmates moving to another DCSO facility

- Obtains inmate signatures for property releases

Confirms inmate identity for releases

- Check active list of releases within JMS

- Performs fingerprint and mug-shot confirmation of inmate identity

Performs data entry

- Enters information regarding inmate property

- Releases and deactivates inmate record upon release

- Enters data into various reports, logs, or similar systems

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification operates in a correctional setting within the secured area. The work environment involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated. The position requires limited contact with inmates inside the secured area. Employees must be able to finger, grasp, and have sensation in their hands. Employees are exposed to chemical agents used to debilitate non-compliant inmates. Employees must have no restrictions to fumes, chemicals, or smells.

This position requires occasional periods of sitting, standing, walking, and lifting of objects weighing up to 35 pounds overhead. The position requires the ability to climb ladders with these objects. Some climbing, bending, and stooping is necessary. Tasks require visual acuity to see within arm's reach. Tasks require the unrestricted ability to grasp and sense.

Employees within this classification are considered essential to the operation of a correctional facility. Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays. Employees within this classification are subject to movement between correctional facilities or duty locations based on agency need.

EDUCATION AND EXPERIENCE

High school diploma or state-approved equivalent

BENEFITS SUMMARY

HOLIDAYS- Employees are paid for eleven (11) holidays per year. They include New Year's Day, Dr. Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following Friday, Christmas Eve, and Christmas Day.

SICK LEAVE- Employees earn twelve (12) sick days per year, accrued one day a month to a maximum of 120 days. An employee must be in a paid status the entire month in order to earn a sick day.

VACATION- Employees earn vacation according to a schedule. The first five (5) years, employees earn 80 hours; 5 to 10 years, 120 hours; then additional 8 hours for each additional year, up to a maximum of 200 hours per year after 20 years of service. An employee can accrue the last two (2) years' earnings, plus the current employment year. An employee must be in a paid status the entire month in order to earn a vacation day.

PERSONAL LEAVE- Employees will receive 24 hours to use each year beginning on January 1st which must be used by the end of that calendar year.

MILITARY LEAVE- Employees who are members of any military reserve component will be granted military training leave, with pay, for field training or active duty, for a period not to exceed 160 hours each calendar year. Leave with pay is not permitted for initial basic training or for weekend drills. Vacation or leave without pay may be used for reservists ordered to duty, weekend drills and/or training maneuvers.

PENSION BENEFITS- The pension program is funded completely by contributions from the city; employees do not contribute to the plan. Effective January 1, 2013, full retirement for public safety is at age 53 with 22 years of service. Early retirement at reduced benefits is available at age 45 with 10 years of service. Benefits are based on a formula which considers years of service and average salary for the highest-paid five years of service. Full vesting takes ten (10) years; there is no partial vesting. Pensioners continue to receive medical insurance, 75% city paid, 25% pensioner paid.

MEDICAL/LIFE INSURANCE BENEFITS- Employees who work 20 or more hours per week must either participate in a medical and dental insurance program or show proof of other coverage to opt out of this mandatory covered benefit. Medical programs are paid 75% by the employer, 25% by the employee; this applies to both single and family coverage. Medical insurance options include Blue Cross/Blue Shield (BCBS) PPO and Cigna Choice Fund.

Dental insurance is paid 100% by the employer for single coverage; the employee pays the difference if he/she elects family coverage. Two plans are offered. The traditional requires a co-payment for most services. The DMO plan provides better benefits, but limits choice of providers.

LONGEVITY PAY- All employees with five (5) or more years of service receive longevity pay. Payments start at \$110 after 5 years and increase asymmetrically to \$935 after 20 years.