

## **CLASS TITLE: BOOKING SUPERVISOR**

**PURPOSE OF THE CLASSIFICATION:** Under direction performs supervisory work in the Booking Division of the Municipal Court; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages the daily operation of the Booking Division of the Municipal Court
- Assigns, supervises, and evaluates the work of subordinate personnel involved in the Booking Division of the Municipal Court
- Coordinates meetings for staff in the Booking Division of the Municipal Court
- Supervises and coordinates the work involving the release of inmates, ensuring compliance with City Ordinances, state statutes, and Oklahoma Tax Commission guidelines
- Receives and investigates complaints concerning inmates and makes corrective action
- Maintains Bond Forfeiture files and ensures all state laws are followed
- Serves as liaison to other City Departments, County Court Clerk, Oklahoma Tax Commission and State Insurance Commissioner
- Prepares, maintains, and audits records and reports
- Keeps informed and communicates the City's policies and procedures while maintaining the Court's goals and objectives
- Must report to work on a regular or timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and at least eight (8) years of relevant experience in the creation, storage, and retrieval of legal information, or six (6) years of experience in office management including one (1) year experience in a Municipal Court; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for the equivalent of a one-step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for the equivalent of an additional one-step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the judicial and correctional systems, and correctional booking section operations; considerable knowledge of public safety issues; and some knowledge of the procedures used in the storage and retrieval of confidential information. Ability to assign, coordinate, and supervise the work of employees; ability to research records and take appropriate action regarding findings; ability to resolve conflicts, prioritize and delegate project duties; ability to maintain complete and accurate records and reports; ability to understand and interpret laws, City ordinances, state statutes, and tax commission guidelines; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand dexterity enough to hand write information and operate a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 5 pounds; may be subject to extended periods of sitting, walking, standing, bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a twenty-four hours a day correctional setting and may be required to work additional hours as needed.

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**Class Code: 1169**

**EEO Code: E-01**

**Pay Code: EX-32**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective date: November 30, 2016**