

CLASS TITLE: BOOKING LEAD

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible administrative and clerical work in the Court Booking Section of Municipal Courts; and other related assigned duties.

ESSENTIAL TASKS:

- Acts as a lead person involving release of City/county inmates, ensuring compliance with City/state ordinances, statues and guidelines
- Assists in ensuring subordinate personnel follow assigned schedule
- Receives and investigates complaints concerning inmates and makes corrective action
- Prepares paperwork for Bond Forfeiture ensuring compliance with state statutes
- Assists supervisor in communicating with other departments and public officials
- Trains employees in the proper booking and public contact procedures
- Assists in handling problems and subordinates in making decisions
- Prepares and balances accounts of court defendants
- Maintains various reports, files and records
- Acts in supervisory role when necessary
- 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 six (6) years of increasingly responsible office or administrative experience including two (2) years as an Office Administrator Level I or two (2) years handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills: Good knowledge of correctional booking section operations; and knowledge of the procedures used in the storage and retrieval of confidential information. Ability to lead the work of employees; ability to research records and take appropriate action regarding findings; ability to resolve conflicts, prioritize and assist in delegating project duties; ability to maintain complete and accurate records and reports; ability to understand and interpret laws, City ordinances, state statues, and tax commission guidelines; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

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 20 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.

Class Code: 6546

EEO Code: N-03

Pay Code: OT-19

Group: Public Safety

Series: Public Safety Technical

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Effective date: November 30, 2016