



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Booking Officer</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____ <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Enforcement Corporal</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>2/2007</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>CLASS CODE:</b> 603	

**DEFINITIONS:**

Process individuals through the booking process by taking a photograph of the individual, taking finger prints and palm prints, and entering information into the computer system to ensure that their current criminal charge is processed through the Criminal Justice system and their criminal history information is updated with new charge and disposition.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Fingerprint individuals with Live Scan Machine; Photograph individuals; Enter individuals' personal information and charge information into computer.

Some travel required to attend training in Jefferson City to obtain certification to operate the Live Scan machine.

**KNOWLEDGE & SKILLS:**

1. Good knowledge of Boone County Sheriff's Department relating to confidentiality of information.
2. Some knowledge of the Missouri court system and procedures of the criminal justice system.
3. Knowledge of standard software and business computers.
4. Skill in keyboarding and the use of standard office equipment.
5. Skill in interacting with all types of personalities.

6. Skill in providing customer service to public that may be upset by the law enforcement system.
7. Skill in maintaining confidentiality.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED; computer knowledge and experience in an automated office environment; ability to type 35 net wpm; clear criminal record.

**APPROVALS:**

Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)