



County of Frederick, VA Career Opportunity

Inmate Records Clerk

Northwestern Regional Adult Detention Center

Frederick County Virginia's Northwestern Regional Adult Detention Center is seeking applicants for an Inmate Records Clerk, a responsible administrative position involving the establishment, maintenance and security of inmate records for the Detention Center.

Essential Duties and responsibilities include:

- Receives, reviews, and maintains court-prepared and related documentation associated with inmate incarcerations to include commitment orders, court summaries, bond documentation, courts and charges pending, and release documents;
- Sends the proper individuals to court for bond hearings daily;
- Independently prepare and maintain a caseload of inmate files; update computer information, including posting bond changes, future court dates and entering sentences;
- Prepare court list; electronically scan inmate files after they are released and shred hard-copy; work closely with the courts, probation office, other detentions centers and law enforcement agencies;
- Prepares the weekend confinement schedules and contracts for inmates serving their sentences on weekends; must demonstrate knowledge of State Statute codes, LIDS codes and OMS requirements pertaining to LIDS;
- Prepares time computations of local sentences and sends sentencing and incarceration credits for state sentences to the Department Of Corrections;
- Prepares releases and transfers to other jurisdictions; maintains certification to operate VCIN/NCIC computer;
- Ability to testify in court when subpoenaed; and works closely with the State Police in identifying and registering sex offenders.

Knowledge, Skills and Abilities:

- Work involves adjusting to stress produced by working in an adult detention center setting. Work involves some degree of risk to personal safety in an inherently stressful environment;
- Ability to understand, follow and communicate in both oral and written instructions;
- Ability to organize and work independently;
- Ability to interpret and follow court orders;
- Ability to compute sentence calculations and update computer file information; VCIN/NCIC certification necessary and knowledge of fire evacuation plan.

Education/Experience:

- Any combination of education and experience equivalent to graduation from a High School. Supplemented by at least one year of secretarial, clerical and computer experience performed in a professional environment.

Miscellaneous Position Information:

- Position is full-time Monday - Friday, 8:00a - 4:00p;
- Salary Range: \$29,500 - \$47,100, dependent on experience and/or qualifications;
- Position will remain opened until filled;
- Northwestern Regional Adult Detention Center Application (NRADC) must be completed, in full, for position consideration. Resume only submissions will not be reviewed for position consideration.

County benefits include:

- Health and Dental Insurance
- Paid Life Insurance
- Virginia Retirement System
- Paid Time Off
- Optional Cancer, Accident, Critical Illness, and Life Insurances

NRADC Application available on our website: www.fcva.us/jobs

Only applicants selected for interview will be contacted.

Frederick County is proud to be an Equal Opportunity Employer.