

May 15, 2015

TO: Chair and Members of the Personnel & Finance Committee

FROM: Sheriff's Office

RE: Approval to Recruit a 1.0 FTE Jail Clerk

County Ordinance 29.52(15) requires the Personnel & Finance Committee, along with the County Executive, to approve filling positions that have been vacant longer than six months. I am requesting to fill a 1.0 Jail Clerk position (position 556). This position is exempt from the eight-week hiring delay.

What is the nature of the work or what is the essential function of the position?

This position provides advanced clerical support with a wide variety of responsible and complex duties in a corrections environment for the Dane County Sheriff's Office. This position performs inmate booking intake; confirms completion and accuracy of booking sheets, warrants, teletypes, bail information, sentencing documents, and accurately records information in the computer system; reads and interprets complex court orders and other documentation affecting length of incarceration; computes sentence length, credit, and release date; counts and records large sums of money for inmate cash accounts and bail; confirms outstanding warrants on prisoners and sureties and coordinates the arrest of individuals with valid warrants; coordinates, completes, and explains paperwork with co-workers and prisoners to affect their release from jail; controls activities in cash drawer for inmate accounts and bail; balances cash drawer at end of shift; verifies, confirms, and cancels requests for Dane County arrest warrants; responds to numerous requests from the public and other agencies via telephone, fax, electronic communication, and in person; audits files for accuracy of data entry, paperwork, sentencing and release information; monitors officer staging area for problems and requests back-up help as needed; maintains the control panel to operate cameras and doors to maintain a safe and secure environment; trains new staff members.

How has this function been fulfilled during the vacancy?

The duties of this position have been covered by paying overtime.

What will the impact be on the department's function and mission if the position remains vacant?

Not filling this position will create an increase in the department overtime and does not allow for employees to receive requested time off, in addition to being required to work longer hours on a regular basis; thus jeopardizing their ability to accurately perform the critical and detailed functions of their position and operate under safe conditions.