

# Jail Systems Coordinator

Dept/Div: Sheriff

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult protective service work supervising and coordinating staff of the Pine County Jail; performing the functions related to the care, custody and discipline of inmates, and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator or Assistant Jail Administrator. Limited oversight is exercised over Jail Staff (training and development).

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Ensures the safety and security of all inmates, staff and public volunteers within the County jail.
- Responsible for all aspects of the Jail Management System (JMS) and other systems within the jail.
- Maintains data integrity for criminal records, inmate records, and public records.
- Performs system administrator functions for State data sites (Criminal History Records Maintenance System, Statewide Supervision System, Predatory Offender Registration, Minnesota Repository of Arrest Photos, and Livescan); backup to "Terminal Agency Coordinator".
- Reviews bookings for data accuracy, researches data and corrects errors. Approves all intakes.
- Reviews all release orders assuring all conditions are satisfied prior to release.
- Reviews files for warrant pickups and holds for other agencies. Sends proper notifications.
- Reviews sentence orders to assure accurate data entry including accurate release dates.
- Trains and develops all staff as effective system operators: JMS, Livescan, State data sites, etc., to ensure policies and procedures relating to Intake and Court Holding are understood and followed.
- Coordinates daily workflow of the Intake staff.
- Works collaboratively with BCA, DCA, Court Administration, Probation and other agencies as required.
- Researches, develops and implements new systems when required using most efficient and cost-effective approach.
- Coordinates all movements of inmates in and out of intake; professional visits from other departments and outside agencies including transport in and out of our facility.
- Manages and organizes inmate property following agency policy and procedures regarding the documentation, storage, releasing and disposing of such property.
- Assists the booking officer with day-to-day workload and operations when needed.
- Performs all duties of Corrections Officer.
- Performs other delegated duties and responsibilities as needed and assigned by Jail Administration.

## Knowledge, Skills and Abilities

Thorough knowledge of State, County and departmental policies, practices and procedures, records management, rules governing the maintenance of criminal records; thorough knowledge of court calendars, courtroom papers and warrants; thorough knowledge of MN State Extradition process, law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of employee time keeping systems, report writing; standard use of office equipment and standard office software. Must have the ability to read body language as a predictor of possible problems, intervene on short notice in hazardous situations using verbal commands or physical force; ability to perform and organize work independently; ability to type at a reasonable rate of speed, make arithmetic calculations; ability to multitask efficiently in a high-demand, fast-paced and ever changing

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work environment; ability to establish and maintain effective work relationships with county officials, associates and the general public.

## Education and Experience

Coursework in Criminal Justice, Law Enforcement or related field with considerable experience in Corrections and the development, implementation and operation of jail management systems, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Livescan administrative training (fingerprinting)  
Jail Management Systems administrative training  
BCA-TAC training and administration  
Court Administration electronic filing training  
Data and Records E-learning Module for Law Enforcement  
Minnesota Data Practices Act training  
Predatory Offender Law training (State and Federal)