

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **INMATE ACCOUNTS TECHNICIAN, LEAD**

Spec No. 4117

#### **BASIC FUNCTION**

Responsible for assisting and training Inmate Accounts Technicians in the complex office duties related to inmate files, releases and the handling of inmate cash, bail & bail bonds. Assists with file maintenance and quality control of information in various computer systems.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists supervisor in providing leadership to Inmate Accounts Technicians; assigns daily work; provides, schedules, and/or assists in the coordination of training personnel to ensure knowledge of updated technology in the fund accounting system, warrant checks, jail maintenance system; handles unit personnel questions and problems; reviews work in progress.
2. Provides advice, support, and assistance in the interpretation of laws and office policies for Inmate Accounts Technicians; helps chain of command develop, recommend, and implement procedural changes affecting unit; analyzes and resolves technical problems and questions encountered as referred by other unit staff.
3. Schedules and coordinates time off; monitors staffing levels; assists in conducting performance evaluations; makes recommendations concerning personnel matters.
4. Assists the public and other law enforcement agencies in complex situations to resolve issues and/or complaints regarding Inmate Accounts Technicians.
5. Performs routine audits of till reconciliations ensure proper accountability; assists Inmate Accounts Technicians with reconciling and finding till errors.
6. Coordinates the maintenance and repair of unit equipment.
7. May perform all duties of Inmate Accounts Technicians.

#### **MINIMUM QUALIFICATIONS**

Three (3) years current work experience in a correctional facility of comparable size performing clerical duties, cash handling, data processing, customer service; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Must be bondable.

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#### **SPECIAL REQUIREMENTS** (Continued)

Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination and a psychological evaluation.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- laws and regulations related to Criminal Justice Information Act as it relates to the Inmate Accounts Technician job functions and training
- standard office practices and procedures, rules of grammar, spelling, punctuation and word usage
- basic supervision principles and practices appropriate to a Lead
- computer applications and software; operation of standard office equipment

Ability to:

- organize, assign and distribute the work of subordinate employees
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- maintain an overview of complex processes
- effectively train, coordinate and provide guidance on the work of employees
- understand and execute complex oral and written instructions
- analyze and solve work related problems

#### **SUPERVISION**

Employee works under the general supervision of a Corrections Finance Supervisor. Works with limited direct supervision. Work is evaluated through annual evaluations, periodic meetings and results obtained.

#### **WORKING CONDITIONS**

The work is performed in a maximum security detention facility. Employees are required to work various shift assignments including weekends, nights and holidays as required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: May 2017

Revised: June 2018

EEO Category: 6 - Administrative Support

Pay Grade: 312 – Corrections Support Pay Plan

Workers Comp: 1501-Hazardous

Approved by the Snohomish County Civil Service Commission June 7, 2017.

Approved by the Snohomish County Civil Service Commission June 6, 2018.