



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Office Support III – Custody (Management/Confidential)</b>		
<b>Department:</b>	<b>Jail System</b>	<b>Reports To: (Title)</b>	<b>Captain</b>
<b>Effective Date:</b>		<b>Revision Dates:</b>	September 2020
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	<b>Administrative Support</b>	<b>Union Classification:</b>	<b>N/A</b>

### POSITION SUMMARY:

Completes work for the Custody department assisting supervisory staff with document preparation including, but not limited to maintaining employee logs, verifying payroll and overtime documents, processing employee paperwork, and photocopying and faxing documents.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Calculates and records entries in the Time and Attendance Program on a daily basis and confirms employee benefit time balances for approximately 220 staff members. Verifies, prepares, copies, and distributes custody staff attendance sheets as directed. Alphabetizes employee compensatory and overtime documents.
2. Creates, revises, and maintains various administrative support databases.
3. Assists the Warden, Chief Deputy Warden, Captain, and Lieutenants with special projects and investigations regarding sensitive and confidential issues.
4. Coordinates requests for inmate urinalysis screens from various professional agencies on a daily basis. Maintains record of requests, processes results, and sends results to appropriate requesting agency. Serves as point of contact for issues related to urinalysis collection and billing.
6. Serves as the SmartLinx point of contact. Answers payroll and scheduling questions from custody staff, supervisors, and the payroll department.
7. Photocopies general correspondence, retrieves and distributes custody supervisory mail

8. Assists the Lieutenants and Custody Supervisors with all correspondence and document preparation to include but not limited to compiling letters and memorandums and prepares forms dealing with custody operations.
9. Assists in calling for Custody overtime on a regular basis.
10. Assists with archiving custody department documents as needed.
11. Performs the duties of the Jail Scheduler in that person's absence or as needed
12. Performs all other duties as assigned by Senior Staff and Custody supervisors.

**PHYSICAL DEMANDS:**

- Ability to lift and carry files and office documents (up to and including 25 lbs.)
- Ability to traverse stairs regularly
- Ability to reach overhead at full arm's length regularly
- Ability to pull grill gates and doors (up to 30 lbs.) at least three times daily
- Ability to sit/stand for up to 2 hours at a time without a break
- Ability to ambulate frequently to all the departments and units of the jail
- Ability to type, enter, and access data at an automated workstation for up to 2 hours at a time without a break
- Ability to handle/operate all security, safety, maintenance, and other equipment relevant to the position, including but not limited to keys, radios, telephones, computers, copiers, vehicle, etc.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Possess a high school diploma or a G.E.D. Certificate from an accredited agency
- Possess a minimum of two (2) years experience in advanced typing and office practices including working with varied computer applications. Business school may be substituted for six (6) months work.
- Possess any equivalent combination of experience and training that provides the required knowledge, skills, and abilities

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Participate and adhere to employee drug testing procedures.
- Ability to successfully complete all pre-employment screenings
- Ability to handle/operate security and safety equipment relevant to the position, including two-way radios, and keys, etc.
- Be capable of operating a computer and other office equipment used in the performance of duty
- Be capable of communicating effectively (orally and written) through the use of the English language
- Ability to perform routine clerical work
- Excellent knowledge of general office practice, business English, and quantitative methods

- Demonstrated proficiency in the use of Microsoft Word and Excel.
- Ability to understand and carry out oral and written directions
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all other employees
- Knowledge of the law as it pertains to county government
- Ability to organize well while handling multiple tasks
- Ability to deal effectively with the public and government officials
- Ability to learn the operating practices of county government
- Ability to handle stress.
- Physical presence in the office is required.

**WORKING ENVIRONMENT:**

- Requires working within the confines of a secure jail.
- Requires working in loud, small, and communal workspaces.
- Requires working in an environment where personal safety may be of concern.
- Requires working in an environment where there is the possibility of foul odors.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

*All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means that the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

\_\_\_\_\_  
*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*

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