

**MONONA COUNTY  
JOB DESCRIPTION**

<b>Position:</b>	Clerk/Matron	<b>Reports to:</b>	Sheriff
<b>Department:</b>	Sheriff	<b>Revision date:</b>	July 1993

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**GENERAL SUMMARY**

Under supervision of Sheriff and Chief Deputy, performs general secretarial, clerical, matron duties, within the Sheriff's department.

**ESSENTIAL JOB DUTIES**

Provides care to prisoners in county jail. Prepares and distributes meals to prisoners. Launders towels, bedding and clothing. Dispenses medication based upon doctors' orders. Arranges for the provision of medical care, when necessary. Regulates visitation and exercise privileges according to jail policy.

Maintains complete and accurate jail records for all prisoners according to Iowa Code by typing and preparing reports for submission to appropriate agency and documenting information such as medication and care given.

Accompanies male officers transporting female prisoners, searches female prisoners, and accompanies female prisoners to restroom.

Cleans and inspects building and makes arrangements for any repairs needed. Maintains office equipment and purchases office and cleaning supplies.

Communicates with other agencies to coordinate operations such as making arrangements for boarding prisoners with other gencies.

Maintains personnel files, training files, and certification information. Prepares billings for alarm monitoring and answering service fees. Files log cards, bills, receipts, correspondence and equipment information. Provides and cares for case books and other manuals.

Obtains pertinent information regarding accident or incident reports over the telephone, at the counter or from sheriff or deputies. Types and files reports, forms and letters. Types disposition reports and submits to clerk's office. Prepares gun permits, collecting money and issuing permits to qualified citizens. Transcribes recorded interviews and statements.

Deals directly with public by handling telephone calls and counter traffic. Answers questions from news media and public. Transmits and receives messages on radio.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic jail procedures and rights of prisoners, including special requirements for dealing with female prisoners.

Knowledge of pertinent sections of the Code of Iowa, NCIC codes and information required by identification bureaus.

Knowledge of the 'Right to Know Law' regarding hazardous chemicals.

Knowledge of OSHA regulations regarding blood-borne pathogens and procedures for preventing the spread of disease.

Ability to prepare and type reports according to standards defined by the Code of Iowa.

Ability to proofread and check work for accuracy.

Ability to operate general office equipment such as typewriter, computer, calculator, telephone and photocopier.

Ability to maintain filing system in standard alphabetical and numerical order.

Skill in performing C.P.R. and first aid.

Skill in performing basic math and bookkeeping functions.

Skill in typing and operating computer.

#### ENTRY REQUIREMENTS

High school diploma or ability to read and write at the high school level. Applicant must be able to accurately type and be familiar with general office and bookkeeping procedures.

#### WORK ENVIRONMENT

Works inside jail, dispatch room and Sheriff's office. Deals directly with public in office and on the telephone. Work includes frequent interruptions. Uses standard office equipment.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.