

**TITLE:** Court Services/Financial Assistant

**DEPARTMENT:** Sheriff's Department

**SUPERVISOR:** Jail Administrator

The purpose of this position is to assist the Sheriff in meeting the requirements of Wisconsin State Statute 302 regarding the operation of jail facilities.

**GENERAL DESCRIPTION:**

The Court Services/Financial Assistant supports the mission of the Sawyer County Jail, which is to protect the public through the constructive management of offenders placed in its charge. The position is responsible for assisting the Court Services division in the administrative aspects of the booking, housing, and releasing of inmates in the Sawyer County jail in compliance with the Policies and Procedures Manual established for the jail operations.

**DUTIES AND RESPONSILITIES:**

Compile, scan and file release packets.

Complete confinement histories as needed.

Distribute proper paperwork to its respective departments.

File DOC, court and agency paperwork in the inmate's file/folders.

Assist in arranging inmate transports to and from other facilities.

Assist with inmate sentence computations and release dates.

Add court hearings to the agency calendar.

Coordinate with jail staff and Court Services on hearings and procedures.

Oversee the Inmate Canteen account, including billing inmates for medical and other services received while in jail, cutting checks for inmates, maintaining files for each inmate's canteen account, and resolving discrepancies in the inmate canteen accounts.

Verify that inmate accounts have been closed when an inmate is released.

Each month complete a funds sweep from the Inmate Canteen account.

Assist Jail Administration with money counts and banking deposits.

Complete weekly bond checks to the Clerk of Courts.

Pay invoices to Stellar Services for Commissary purchases.

Review all inmate medical bills received to ensure WMA rate is charged and that the individual was an inmate at the time of service. Return bills that are incorrect and charge correct bills to inmate accounts.

Work with clinics and hospitals to ensure inmates who become inpatient stays and/or are pregnant are billed correctly.

Follow up on all past-due inmate accounts, including entry into the TRIP Program, initiation of small claims actions, and wage garnishments.

Oversee employee Uniform Allowance account and pay invoices to suppliers.

Perform duties as Confidential Secretary and Receptionist in their absence.

Other daily tasks as required by law, policy, regulations, or other orders.

Other duties as assigned.

**QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

Must be 18 years of age, have a valid Wisconsin Driver's License, and have no felony convictions. The person in this position must be able to work both as part of a team and independently. Must be able to follow oral and written instructions and established protocol. Must successfully pass urinalysis for drug and alcohol testing. Excellent communication skills are required.

Must be proficient in the utilization of a Personal Computer and software programs including but not limited to spreadsheets, word processing, and databases. Must be able to transcribe incident reports from the departments dictation system to word processing documents and Records Management System.

**CLOSING STATEMENT:**

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

**FAIR LABOR STANDARDS ACT CATEGORY:**

Non-Exempt Position