

Cascade County

Job Vacancy Announcement

Position: Detention Records / Billing Coordinator (Adult Detention Center)	Closing Date: January 3, 2014
Dept.: Sheriff's Office	Dept. Adm.: Sheriff Bob Edwards
Type of Position: Full-Time	Salary: \$12.00 per hour
	Must Join Teamsters Local #2
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Detention Records / Billing Coordinator coordinates all court and transport activities, and verifies billing paperwork for inmates in the detention facility in accordance with established policies, procedures and as directed for public safety; supervised by the transport supervisor and follows general supervision of the facility command staff; performs a variety of administrative tasks associated with the incarceration of inmates within the detention facility and related care of record keeping requirements; may be subjected to detention center environmental situations and performs other duties as assigned.

JOB REQUIREMENTS

Knowledge and understanding of: General administrative and clerical processes and procedures; file and records management; word processing; Excel, Word, Outlook, QuickBooks, Internet, Email, Microsoft Office, and the ability to learn other applicable software programs.

Skills in: Data entry; typing; organization and coordination; managing multiple priorities; critical thinking; accuracy and detail; public relations; time management; problem solving; customer service; processing detailed reports.

Ability to: Communicate effectively orally and in writing; review and interpret information quickly and accurately; compare similarities and differences in written and computer format; read and understand information and ideas presented orally and in writing; adhere to strict confidentiality guidelines; handle stress and work under pressure; remain calm when handling emergency situations; work with continual interruptions; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; work outside normal hours to accommodate varying workloads and deadlines; work as a member of a team; retain large volumes of information; occasionally lift up to 40lbs.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED **and** two (2) years general office experience required. Applicant must possess a valid MT State Driver's License or be able to obtain within 30 days from date of hire.

*** APPLICATION PACKET REQUIREMENTS: Each applicant is required to provide the following:

- ❖ Complete and notarized supplemental documentation,
- ❖ Copy of a photo ID
- ❖ Copy of diploma or GED
- ❖ A detailed resume of their work experience
- ❖ A completed Cascade County Employment Application

***All the above documents must be included to be considered a complete application packet

The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant shall have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.