

Control / Booking Specialist

Open **Public Safety - Law Enforcement** | Full Time

Posting Start Date

03/18/2026

Posting End Date

04/05/2026

Descriptions

Salary Information:

Salary range is \$18.27/hr at Step 1 to \$27.38hr at Step 20.
\$1.00 shift differential for shifts beginning at 5PM or after.

Hours:

Shifts are generally 6:00AM - 6:00PM or 6:00PM - 6:00AM. Work 24 hours one week, then 56 hours the next week with every other weekend off.

Job Duties Include:

Clerical/advanced data entry position in support of the inmate booking process under the general direction of the shift Supervisor, the Corrections Lieutenant or Captain. Assist in operation of Master Control. Perform booking of inmates by obtaining and entering identifying Personal Identification (PID) and arrest charges into the Jail Management System (JMS). Complete suicide/medical questionnaire and record information on nurse's intake list. Obtain required signatures. Complete initial computer classification of inmate. Transfer data to Automatic Fingerprint Identification System machine. Log inmates' transaction # in inmate jacket. Take video-imaging pictures of inmates and update new pictures of inmates' scars, marks, and tattoos. Prepare inmate wristbands at time of booking and removal of wristbands upon release. Receive information from the arresting Officer, i.e., National Crime information Center (NCIC), Teletype, intake sheet and warrant. Enter correct charges under inmates' booking record. Distribute paperwork to the front office by in-house mail. Deliver appropriate paperwork to the shift supervisor. Log all inmate property in JMS at time of book in. Properly bag and seal all inmate's property at time of booking in. Count all the inmates' money and deposit it into the booking kiosk. Log and place all inmate's property on the storage racks in the storage room. Cancel warrants and make sure all charges are entered in inmate's current booking record. Upon direction from Supervisor, process the release of inmate. Process bond notices and notices to appear, enter in JMS. Prepare meal count sheets at each meal. May assist in the feeding of inmates in booking and help supervise inmate workers in booking. Supervise inmates in the holding area, holding cells, interview room, medical triage area, bondsmen interview room, and those inmates on suicide watch. Perform general clerical duties upon the direction of Supervisor or as needed. Maintain security for all outside doors and monitor who enters and exits facility, the front lobby, and visitation rooms, inmate movements within the facility, radio traffic, and all security cameras. Keep a log including tracking of inmates as they leave the facility for Court, Doctor and/or hospital appointments. Answer the intercoms, and all incoming calls from the public and direct them to the requested location. Record inmate visitations including personal, legal, and religious. Maintain the Booking area and the property room. Report all maintenance requests to the maintenance department via e-mail. Applicants must be able to provide credible courtroom testimony. Applicants must not have any criminal convictions (adult or juvenile) including diversion agreements, expunged convictions, or sustained policy violations for any act of dishonesty or racial bias.

This position requires shift work.

Minimum Qualifications:

1. Must be 18 years of age.
2. Must have a High School diploma or the equivalent.

3. Must have the ability to read and comprehend English.
4. Six (6) months experience in data processing or specialized training.
5. Must be able to file.
6. No felony or domestic violence convictions including diversions and expungements.
7. Serious misdemeanor convictions will be evaluated including diversions and expungements.

Physical Requirements

Determined Work Level: Level 2 –Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Required walking or standing to a significant degree: or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls. Ability to remain sitting for extended periods of time. Ability to communicate ideas by means of the spoken word. Ability to pick, pinch or otherwise work primarily with fingers rather than with the whole hand or arm as in handling objects. Ability to use one or both arms or hands to move controls on machinery or equipment.

Veteran's Preference:

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications of the position and successfully pass any required pre-employment testing or any requirements such as licensing. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring officials. To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probationary period of covered position.

[Veteran's Preference Notice](#)

[Veteran's Preference Eligibility Request Form](#)

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