

**SNOHOMISH COUNTY JOB DESCRIPTION  
BOOKING SUPPORT OFFICER, LEAD**

Spec No. 4113

**BASIC FUNCTION**

Responsible for assisting and training Booking Support Officers (BSO) in the complex office duties related to inmate booking and the technical handling and proper storage of inmate property. Assists with file maintenance and quality control of information in various computer systems.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides leadership to BSO staff; assigns daily work; provides, schedules, and/or assists in the coordination of training personnel to ensure knowledge of updated technology in warrant checks, inmate identification and property management; handles unit personnel questions and problems; reviews work in progress.
2. Provides advice, support, and assistance in the interpretation of laws and office policies for BSO staff; helps chain of command develop, recommend, and implement procedural changes affecting unit; analyzes and resolves technical problems and questions encountered as referred by other unit staff.
3. Processes and verifies time sheets for BSO staff; schedules and coordinates time off; monitors staffing levels; assists in conducting performance evaluations; makes recommendations concerning personnel matters.
4. Assists the public and other law enforcement agencies in complex situations to resolve issues and/or complaints regarding inmate booking and property.
5. Performs routine audits of items in the property room to ensure proper accountability; audits the proper disposition of unclaimed property in accordance with laws and regulations; researches and facilitates the processing of claims for damages for lost property.
6. Coordinates the maintenance and repair of unit equipment.
7. May perform all duties of a Booking Support Officer.

**MINIMUM QUALIFICATIONS**

Three (3) years current work experience in a correctional facility of comparable size performing inmate booking, property and/or evidence control duties; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Experience in inmate property control is preferred. Must pass job related tests.

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**SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Must be bondable.

Must be United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination and a psychological evaluation.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- evidence and property handling techniques
- inventory and property control
- laws and regulations related to property and blood borne pathogens
- Standard office practices and procedures, rules of grammar, spelling, punctuation and word usage
- basic supervision principles and practices appropriate to a Lead
- computer applications and software; operation of standard office equipment

Ability to:

- provide leadership, guidance, training to subordinates
- apply effective decision making, problem solving skills, and conflict resolution
- organize, assign, and distribute work of unit staff
- use discretion and maintain confidentiality of information
- exercise good judgment and problem solving skills to make decisions on critical issues in stressful situations
- interpret federal and state laws, and county ordinances, policies, procedures and practices related to work performed at the Snohomish County Jail
- maintain accurate and orderly records and files; prepare required reports
- work independently, without supervision, in demanding situations
- establish and maintain effective working relationships with county officials, employees, staff of other agencies, and the general public
- communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic backgrounds including distraught or traumatized individuals
- perform strenuous physical tasks including lifting up to 45 pounds
- utilize effective time management skills

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**SUPERVISION**

Employee works under the general supervision of a Corrections Sergeant. Works with limited direct supervision. Work is evaluated through annual evaluations, periodic meetings and results obtained.

**WORKING CONDITIONS**

The work is performed in a maximum security detention facility. Employees are required to work various shift assignments including weekends, nights and holidays as required. Requires ability to reach above shoulder height with items weighing 10-45 when working property. May be required to sit, stand and/or walk for prolonged periods at a time.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2014  
EEO Category: 6 - Administrative Support  
Pay Grade: 312 - Corrections Support Pay Plan  
WC Code: 1501Hazardous

Approved by the Snohomish County Civil Service Commission November 6, 2014