2-01-705 Intermediate Typist Clerk (ITC)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Intermediate Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- Answer incoming phone calls, direct calls, take messages, and provide information as necessary.
- Responsible for sorting and distributing incoming mail.
- Assist in the processing of various custody related reports requiring specialized knowledge of the Inmate Report Tracking System (IRTS), Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.
- Maintain and purge report files as per established procedures.
- Use the photocopier, fax machine, scanner, and computer to perform various duties.
- Assist inmate services in responding to inmate requests daily.
- Utilize the Custody Automated Reporting and Tracking System (CARTS) to track and respond to inmate requests.
- Enter data and maintain various tracking reports such as the daily inmate population, criminal statistics, and visiting statistics.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.