

## **2-01-730 Senior Typist Clerk**

**RESPONSIBLE TO:**           **Operations Sergeant**

**WORK SCHEDULE:**       **Five day post, Monday through Friday**

### **GENERAL DUTIES:**

The Senior 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:**

- Assist operations with the collection and reporting of accurate statistical information.
- Assist with data entry for the Los Angeles Regional Criminal Information System (LARCIS) including criminal analysis, reconciling discrepancies with reports, and logs.
- Review reference logs for completeness, legibility, and errors. Resolve discrepancies as needed. Analyze and make recommendations for the solution of repeated errors.
- Reconcile and update the reference log to ensure all reports have been received for administrative processing and send delinquent report memos weekly for outstanding reports.
- Receive and process all reports which are accountable on the reference log. Review them for completeness, legibility, and errors. Research and resolve discrepancies as needed.
- Responsible for data entry into the Facilities Automated Statistical Tracking (FAST) system.
- Assist with statistical retrieval for the monthly Management Report and Command Accountability Reporting System (CARS) report.
- Responsible for tracking Cal-Osha reports for each month and complete a report annually.
- Scan daily reports received and inmate requests into the shared files.
- Prepare weekly briefing trackers (town hall meetings) and regular briefing meetings for the watch commander.
- Responsible for sending files to archives.
- Process, audit, and file discipline reports and facility logs.
- Perform various administrative support tasks.

### **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.*

---