



Virginia Peninsula Regional Jail

Intake Records/LIDS

Organization Profile

The Virginia Peninsula Regional Jail, (VPRJ) located in James City County, VA, seeks a career-minded individual for the position of an Intake Records/LIDS clerk. The position will be responsible for the collection and retention of information, legal documents, forms and correspondence generated or received for the inmates housed in the Regional Jail. The organization provides a secure facility and services four jurisdictions, (James City County, Williamsburg, York and Poquoson), and employs a variety of sworn and civilian staff. A team-oriented environment, excellent benefits, competitive salary, safe and secure working environment, and a well-trained staff of professionals make VPRJ a great place to work. For more information about the Virginia Peninsula Regional Jail, please visit www.vprj.net.

Position Profile

The position is also responsible for receiving, storing, and disbursing inmate property and performing records-related activities on inmate property matters. The position reports to the Records Supervisor and works closely with all divisions and departments of the Regional Jail. Certification in LIDS is preferred.

Compensation and Benefits

The salary for the position is based on qualifications and experience. Benefits include participation in the Virginia Retirement System, paid leave, group life insurance, and medical insurance. The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.

Applications and Inquiries

The position will be opened until filled. **All applications must be submitted by 5:00 pm on July 23, 2021.** All interested applicants may send their letters of intent and resumes either by mail or hand delivered to Captain Sammy K. Kanda, Director of Human Resources at 757-820-3909 between 8:00 am – 5:00 pm. Monday through Friday.

Essential Job Functions (other essential job functions may be designated by department)

- Receives commitment and release documents and other documents for placement in inmate files; reviews and checks documents for completeness and accuracy.
- Computes and posts release dates and court dates, working with the local courts and the Virginia Department of Corrections. Works with local courts and the Transportation Department to schedule movement of inmates to the courts.
- Prepares statistical reports and documentation in a timely manner; prepares reports and other written communications as necessary, collects information from a variety of sources for reporting and compiling statistics.
- Maintains effective harmonious working relationships with all jail staff, the public, courts, and other law enforcement and community agencies.
- Responds to inquires for information from inmates, criminal justice agencies, and the general public within the scope of Regional Jail policies and procedures

Job Preparation Needed

- Any combination of education and experience equivalent in related field; and experience in the field of adult corrections.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license.
- Must be a citizen of the United States.
- Preferred Residency: Within the four jurisdictions of James City County, Williamsburg, York and Poquoson. (Negotiable).
- Must have no prior conviction for a felony criminal offense as provided for in the Code of Virginia or a prior conviction in a federal, military, or other state court that would be a felony if committed within the Commonwealth of Virginia.
- Skilled in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications; ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Job Locations and Conditions

- Duties will be performed primarily in an office setting.
- Performs work safely in accordance with department and government safety procedures and regulations; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.
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General Aptitudes and Physical Abilities

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	R	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist.
Ascend/Descend	R	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain.
Run	R	Move self from one location to another on flat terrain.
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard vehicle.