

Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Jail Records Technician

Sheriff's Department
Wage: $20.46/ hour

Opening date: 11/12/2026
Closing date: Open Until Filled

JOB SUMMARY

This position performs technical duties in the maintenance and processing of jail records and in the provision of support for a variety of jail operations.

MAJOR DUTIES

- Schedules transport for inmates to and from treatment, prison, etc.; completes transport paperwork for warrants; coordinates with transport drivers.
- Bills inmates for medical appointments, medication, and nurse visits.
- Orders commissary items for inmates.
- Receives funds for bond payments; writes checks for bond payments and releases checks to other agencies.
- Organizes all receipts and records.
- Schedules attorney, pastoral, parole, and other inmates with visitors.
- Answers telephones and greets visitors; provides information and assistance.
- Manages sex offender registry for sex offenders in custody.
- Serves civil papers to jail inmates.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of records management principles.

- Knowledge of basic accounting principles.
- Knowledge of computers and job-related software programs.
- Knowledge of records retention guidelines.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Jail Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict guidelines and the need for accuracy contributes to the complexity of the position.
- The purpose of this position is to perform technical duties in the maintenance and processing of a variety of department records. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, judges, parole officers, probation officers, vendors, ministers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

Equal Opportunity Employer

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355
Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov