

Job Title: Bondsman

Department: Personal Bond

Immediate Supervisor: Director

BRIEF DESCRIPTION OF THE JOB: Writes bonds for the release of defendants from County and City jails. Maintains records, reports and weekly check-ins. Notifies defendants of court dates, collects fees and intake warrants for bond forfeiture. Also responsible for distribution of County documents.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Performs administrative duties by entering data into computer, initiating warrant processes, completing reports, answering telephone inquiries, assisting attorneys, completing various forms and ordering office supplies.	55%	S
2) Writes bonds for defendants by checking criminal histories, ensuring defendants are able to pay fees and/or qualify for surety, conducting personal interviews, consulting with judges and determining defendants' qualifications for bond.	25%	S
3) Maintains records by balancing receipts, filing bond cards, updating entries on bond cards, running computer reports and preparing mailings.	15%	L
4) Distributes various papers and bonds by obtaining paperwork from County and District courts, obtaining court cards from the Information Systems office and checking the Post Office for returned mail.	5%	L
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Interviewing defendants at the jail
Sitting	F	Desk work, driving
Walking	O	To jail and court buildings
Lifting	O	Files and supplies
Carrying	O	Files and supplies
Pulling	N	
Pushing	N	
Using Fine Dexterity	F	Computer keyboard
Reaching	N	
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with defendants and on telephone
Talking	C	Communicating with defendants and on telephone
Using Foot Controls	O	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, adding machine, copier, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors		Other: Jails	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	N
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	R	Noisy/Distracting Environment	R

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.