



CHAFFEE COUNTY GOVERNMENT Job Description

POSITION TITLE: Finance and Admin Specialist
REPORTS TO: Detentions Commander
CLASSIFICATION: Full-time
SCHEDULE: Monday – Thursday, 40 hours

DEPARTMENT: Sheriff/Detention Center
FLSA STATUS: Non-exempt
DATE: October 2026
LOCATION: Salida Detention Center

The Detention Center Finance and Administrative Specialist performs a range of administrative and financial functions that support daily Detention Center operations. Responsibilities include maintaining financial records, administering inmate accounts, reviewing court documents, supporting budget and grant activities, and coordinating inmate transportation arrangements. The position works with detention personnel and population, courts, County offices, outside agencies, and the public, requiring accuracy, sound judgment, confidentiality, and professional communication. Inmate interactions are conducted in accordance with established facility safety and security procedures, with assistance from detention personnel as needed. Work-related travel within the County may be required.

In the event of a local emergency due to an actual or threatened disaster, County employees may be required to provide services during the emergency and for a subsequent period of assessment and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify, change or add duties or essential functions of this job at any time, with or without advance notice.

Administrative and Financial Support

- Perform day-to-day accounting and administrative tasks for the Detention Center, including processing accounts payable and receivable, administer grants including tracking expenditures and maintaining related records.
- Prepare quarterly sales tax returns and supporting documentation related to Detention Center operations.
- Process bail bond payments, maintain related financial records, and communicate with the courts regarding payments and required documentation.
- Review Detention Center invoices for accuracy, completeness, and supporting documentation; obtain required approvals and submit invoices to County Finance for payment.
- Assist with annual budget preparation, track revenues and expenditures, maintain budget records, and bring discrepancies or potential budget concerns to the Detentions Commander.
- Compile information and prepare reports and summaries to support department operations, budget monitoring, and reporting requirements.
- Coordinate with department leadership, vendors, County Finance, the Treasurer's Office, and auditors to provide records, respond to routine inquiries, and resolve processing issues.

Inmate Accounts and Records

- Administer inmate trust and commissary accounts, including recording deposits, withdrawals, purchases, and disbursements; reconcile transactions and maintain accurate account records.
- Process inmate billing, track payments and outstanding balances, and respond to routine account inquiries in accordance with established procedures.
- Coordinate medical billing and insurance claims associated with inmate care, including

reviewing documentation, submitting and tracking claims, and working with providers and insurers to resolve billing discrepancies.

- Review and update electronic and physical inmate files, including medical records, in accordance with confidentiality, access, and records retention requirements.
- Maintain the confidentiality and security of inmate account information, medical documentation, criminal justice information, and other sensitive records.
- Communicate with inmates regarding trust and commissary account while maintaining professional boundaries, following facility safety and security procedures.

Inmate Transport Coordination

- Coordinate transportation arrangements for arrestees and inmates within Colorado and throughout the United States, including scheduling and related logistics with courts, correctional facilities, law enforcement agencies, and transportation providers.
- Review transport requests and coordinate with appropriate personnel to confirm required authorizations, compile and route documentation, and arrange the transfer of authorized property.
- Maintain transport records and communicate schedules, changes, and related information to sending and receiving facilities, designated personnel, and transportation providers.
- Review court documents, warrants, and holds; verify inmate legal status and coordinate with courts, law enforcement agencies, and detention personnel to effectively coordinate transports.
- Enter, update, and retrieve information in the Colorado Crime Information Center (CCIC), National Crime Information Center (NCIC), and other authorized databases in accordance with established procedures and access requirements.

Public Reception and Administrative Support

- Greet members of the public in the Detention Center lobby, answer phones, respond to routine inquiries, and direct visitors and requests to appropriate personnel while following facility security and confidentiality procedures.
- Prepare correspondence, maintain departmental files, and provide other administrative support related to assigned responsibilities.
- Monitor and order office supplies and maintain inventory to support detention center operations.
- Operate a motor vehicle for work-related travel within the County as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Administrative practices, office procedures, records management, and customer service.
- Basic bookkeeping and accounting principles, including accounts payable and receivable, account reconciliation, and financial recordkeeping.
- Budget tracking, grant documentation, and routine financial reporting.
- Basic sales tax reporting and return preparation procedures.
- Confidentiality requirements and secure handling of financial, inmate, and medical billing records.

Skills

- Maintain accurate records, reviewing invoices and supporting documentation, reconciling transactions, and identifying discrepancies.
- Enter, update, and retrieve information accurately in databases and electronic records systems.
- Organize schedules, coordinate logistics, and communicate changes to multiple agencies and personnel.
- Prepare clear correspondence, reports, and summaries.

- Provide professional customer service while handling inquiries and concerns.
- Proficiency with Microsoft 365, Google Workspace, databases, and related software used for administrative and accounting functions.
- Operate computers, telephones, copiers, scanners, and other standard office equipment.

Abilities

- Organize and prioritize assignments, manage interruptions, and meet recurring deadlines.
- Work independently within assigned responsibilities and coordinate effectively with department staff, County offices, vendors, and outside agencies.
- Learn and apply procedures for inmate accounts, medical billing and insurance claims, court documents, warrants, holds, verification of inmate legal status, and transport coordination.
- Learn and use CCIC/NCIC and other authorized systems in accordance with access, security, and data entry requirements.
- Follow established accounting, facility security, and transport coordination procedures and apply them consistently.
- Research discrepancies, resolve routine processing issues. Raise concerns with the Detentions Commander or other appropriate personnel as needed.
- Maintain confidentiality, exercise sound judgment, and handle sensitive information with discretion.
- Maintain professional boundaries and situational awareness when interacting with inmates.
- Remain composed and maintain accuracy and attention to detail in a secure detention environment that may include prolonged noise and disruptive behavior.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Three (3) years of progressively responsible administrative experience, including responsibility for maintaining records, coordinating processes, and handling confidential information.
- Two (2) years of experience processing financial transactions, maintaining and tracking financial records, and reconciling accounts. This experience may be included within the required administrative experience.
- Valid driver's license with acceptable motor vehicle record.

PREFERRED EDUCATION AND EXPERIENCE:

- Associate's degree or higher in business administration, accounting, criminal justice, or a related field.
- Administrative or financial experience in a detention, law enforcement, court, or other secure setting.
- Experience with inmate accounts, court records, CCIC/NCIC, medical billing, or grant administration.

PHYSICAL REQUIREMENTS:

- Sit and/or stand at a desk or workstation for extended periods while performing computer and administrative tasks.
- Frequently operate a computer, keyboard, telephone, and standard office equipment, including repetitive hand, wrist, and finger movements.
- Frequently handle documents, department records, and other office materials.
- Move throughout the workplace to access work areas, records, and equipment.
- Occasionally stoop, kneel, bend, crouch, twist, and reach to access files, supplies, and equipment.
- Occasionally lift and carry files, office materials, and equipment weighing up to 25 pounds.
- Communicate in person, by telephone, and through digital platforms.

- Vision sufficient to read documents, review detailed records, and work with computer screens.
- Operate a motor vehicle for work-related travel as needed.

ENVIRONMENTAL CONDITIONS:

Most duties are performed in an indoor office environment within the Detention Center. The position involves interaction with inmates in a secure facility where established safety and security procedures guide daily work. The employee may encounter individuals who are emotionally distressed and may be exposed to loud or sustained noise. Travel within the County may involve exposure to seasonal weather and road conditions.

EQUAL OPPORTUNITY EMPLOYER

Chaffee County is an equal opportunity employer (EOE). Employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, national origin, ancestry, creed, age, marital status, religion, the presence of a medical condition or disability, veteran status, political affiliation, sex, sexual orientation, pregnancy status, gender identity, gender expression, genetic information, or any other legally protected status.

Job Acknowledgement

I understand that the job description is intended to describe the essential duties and requirements of the work to be performed and that it is not an exhaustive list of all duties, skills, and responsibilities associated with the position. It does not constitute a written or implied contract of employment. If I have questions, I will seek clarification from my supervisor.

I have received, read, and understand the essential job duties, responsibilities, and expectations outlined in the job description for this position.

Employee Printed Name:

Date Signed:

Employee Signature:
