



## CAMPBELL COUNTY DETENTION CENTER

### Visitation Clerk

**Reports To:** Jailer, Lt. Colonels, Majors, Lieutenants and Sergeants

**Job Summary:** A visitation clerk will work in the office located off the visitation room. They will watch, schedule and control all visits between inmates and their visitors. The job is a part time position working 8.5 hours on Saturday and Sunday each week and will occasionally be asked to cover shifts during the week for the part time visitation clerk.

**Essential Functions:** Though not all inclusive, duties of the position:

1. Schedule and assist with scheduling visits
2. Monitor all visits for any “non-permitted” behavior and cancel visits if necessary.
3. Check and verify the identity and age of all visitors
4. Assist as needed with the money and phone card machines in the lobby.
5. Log all visits into the jail management software.

**The intent of this position description is to provide a representative summary of the types of duties and responsibilities that will be required of classification given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform job related tasks other than those specifically presented in the position description.**

**To Apply:** Complete the “[Campbell County Detention Center Application Form](#)” and email it to [csteele@campbellcountyky.org](mailto:csteele@campbellcountyky.org).

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