



JOB DESCRIPTION

JOB TITLE: Sheriff's Records Technician

JOB CODE: 3230

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

REPORTS TO: Records Management Supervisor

SUMMARY OF JOB PURPOSE

Performs a variety of administrative duties in the processing of legal and law enforcement documents and reports in the Sheriffs Office.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or district/county employees in person or by phone answering inquiries related to department services, programs, and records; performs record retrieval and makes copies as requested by the public; copies arrest reports and makes record checks for other law enforcement agencies; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
2. Compiles a variety of informational material from a variety of sources (both external and internal) into narrative and statistical reports related to special projects, inquiries or complaints, and departmental functions; reviews reports and legal documents, and processes according to policy and procedures.
3. Reviews license, permit and registration applications, and collects appropriate fees; performs research functions to check documents for validity and accuracy of information; processes, files and distributes related paperwork.
4. Obtains and properly records all entries for the automated master name index; receives requests, and sends information to law enforcement officers, other agencies and jurisdictions; retrieves, assembles and disseminates reports and information from the files for departmental staff; prepares and scans arrest reports and jail documents into Application Xtender; reviews documents for micro-filming.
5. Creates, updates, and maintains criminal records files; completes and verifies data on final disposition reports, pulls criminal history file for the convicted person, and researches files and computer databases; takes fingerprints and photographs; takes information from offenders and permit applicants.
6. Performs a variety of clerical support duties including copying and assembling materials, collecting and distributing mail, assembling and binding reports, faxing documents, filing, typing, and data entry.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years of previous clerical experience; ability to pass a through background investigation.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to create and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; applicable State and Federal rules, codes and regulations; basic laws and regulations governing the release of information from law enforcement agency records; County policies and procedures.

Ability to read legal documents and extract relevant information; identify and utilize justice system resources and services; prioritize and carry out assignments with minimum supervision. Skills in public relations and customer service; assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

Beginning to intermediate proficiency level utilizing Microsoft Office applications such as Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

NCIC certification within six months of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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