

JOB TITLE:**RECORDS CLERK****DEPARTMENT:**

Sheriff

SUPERVISOR:

Records Clerk Supervisor

SUPERVISION EXERCISED:

None

SALARY RANGE:

Grade 7

EXEMPT STATUS:

Non-Exempt

LAST REVISION:

11/03/2011

Job Scope

Summary: Collect, distribute, maintain, and update confidential and public information. File, index, and distribute records. Type all dictated and handwritten officer reports.

Other Information: Work typically involves regular and recurring situations wherein the incumbent typically operates from specific and definite instructions involving a low to moderate degree of complexity. Work typically has potential for distinct but moderate impact to department operations, however, most errors would be identified and resolved prior to reaching a grievous state. Communicates heavily with others both inside the organization, including co-workers, as well as those outside of the organization, including detainees. Work involves some degree of responsibility as incumbent works independently under regular supervision. Work is typically performed in an office environment with little or no travel. Typically involves moderate stress related to the nature of the work and potential for publicity inherent in the work.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

DUTIES AND RESPONSIBILITIES:

- Work in environment requiring teamwork.
- Keep all information completely confidential.
- Intake and process applications for Concealed Weapons Permits.
- Process Sex Offenders registration paperwork.
- Receive and process public information requests in accordance with state and departmental policy.
- Archiving of files.
- Type all dictated and handwritten officer reports.
- Enter citations, warnings, pawn slips and dispositions.
- Process criminal history requests.
- State and Federal crime reporting.
- Process background check requests.
- Answer telephones and provide information/assistance or route caller to appropriate staff member.
- Compose and type correspondence using word processing software.
- Basic office procedures such as faxing, typing, copying, and cleaning.
- Perform other related duties as assigned.

JOB SPECIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess or be able to obtain entry and inquiry certificates as an ILETS/NCIC terminal operator.
- Ability to handle multi-line phone system.
- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Skill to use personal computer and various software packages.
- Type 35 wpm.
- Pass office procedures test with a score of at least 80%.
- Ability to establish priorities, work independently, and proceed with objectives without direct supervision.
- High school diploma or equivalent.

WORKING CONDITIONS

SPECIAL REQUIREMENTS:

- Willingness and ability to work overtime as directed by the supervisor.
- Willingness and ability to be on call if required.
- Willingness to accept the Sheriff's Office Policy regarding compensatory time as payment for overtime:
 - Compensatory time will be earned instead of overtime paid at the Sheriff's Office discretion.
 - Compensatory time must be used before vacation time.
 - You may be compelled to take compensatory time off at any time at the discretion of the supervisor.

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone) and standing; frequent grasping, walking, and repetitive motions. May also require occasional lifting, climbing, crouching, walking and balancing, typically as used in storage. Requires good general vision and the ability to lift up to 50 pounds.

This job description will be modified as necessary.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____