

Classification Description



PINAL COUNTY

Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: SHERIFF'S RECORDS TECHNICIAN

Class Code: TBD
Department: Sheriff
Pay Grade: 06
FLSA Status: Non-Exempt

JOB SUMMARY

Performs administrative work of considerate difficulty within either the Detention or Law Enforcement Divisions. Positions within the Detention Division will be located within a secure detention facility.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Collects and inputs data into various computer databases for review and dissemination with a heavy emphasis on accuracy.
- Reads reports and determine the appropriate offense category.
- Processes and files criminal justice documents, orders, warrants and minute entries in alphabetical, numerical, subject matter or other organizing order.
- Reviews and interprets routine/non-routine documents received to determine their correct and legal disposition or actions required.
- Maintains continuing liaison with other law enforcement and legal agencies to expedite allowable exchange of law enforcement records and data to ensure the precise coordination of extradition or movement of inmates.
- May respond to and resolve complex and sensitive inquiries both verbally and in writing; researches and resolves unique problems.
- Reviews files and ensure all paperwork is verified, signed and certified by a law enforcement agency or legal representative.
- Develops, edits and implements procedure manuals relative to area of assignment.
- Logs data onto spreadsheets for federal funding purposes.
- Promotes and adheres to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.
- Performs other related duties as required.

POSITION SPECIFIC DUTIES:

- None.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or G.E.D.
- One (1) year of experience performing specialized clerical work involving the receipt, filing, retrieving, reporting, and processing of records on criminal justice activities.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- Arizona Criminal Justice Information Systems (ACJIS) Terminal Operator certification within six (6) months of hire.

PREFERRED QUALIFICATIONS:

- Experience with Uniform Crime Reporting National Incident-Based Reporting System (UCR NIBRS) criteria or Uniform Crime Reporting Summary Reporting (UCR SRS) Standards.
- Knowledge of ACJIS and Spillman databases.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Sheriff's Office policies, procedures, and Standard Operating Procedures (SOP).
- Knowledge of state and Federal laws, regulations, and statutes governing employment law.
- Knowledge of Arizona laws and regulations governing the release of information from law enforcement records
- Knowledge of Uniform Crime Report National Incident-Based Reporting System (NIBRS) criteria.
- Knowledge and experience of records management and incident reporting systems.
- Skill in interpreting and applying criminal laws to information, evidence, and other investigative data.
- Knowledge of Microsoft Word
- Knowledge of Microsoft Excel
- Ability to operate a personal computer and specialized software applications.
- Ability to follow and effectively communicate verbal and written instructions.
- Ability to work independently and as a team member.

PHYSICAL DEMANDS:

The work requires being able to remain in a sitting position and ability to read documents on a computer screen for extended periods of time.

WORK ENVIRONMENT:

Work is performed in a dynamic office environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs. Positions within the Detention Division will be located within a secure detention facility.

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date