



WORKING TITLE: RECORDS CLERK	CLASSIFICATION: RECORDS CLERK
DEPARTMENT: SHERIFF	DIVISION: OPERATIONS/CORRECTIONS
PAY RANGE: T670N 5	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This is a non-certified clerical position assigned to either the Operations Division or the Corrections Division of the Sheriff’s Office at the discretion of the Sheriff that performs a variety of criminal justice records functions including entering records data, compiling statistics, and responding to requests for criminal justice records in accordance with federal, state, and local policies and procedures. Additionally, position serves as reception for the Sheriff’s Office/Yamhill County Correctional Facility and responds to local records checks and information on arrested subjects. May be required to work varied shifts including nights, weekends, and holidays. Records Clerks are subject to being held over or called back to work additional hours depending on the staffing needs of the office.

SUPERVISION RECEIVED:

Works under the supervision of the Division Captain or designee who will review work for conformance established policies and procedures. Receives direction from the Division Captain or supervising sergeants.

SUPERVISION EXERCISED:

Supervision of other employees is not a usual responsibility however, the incumbent may provide advice/input to volunteers, interns, or Sheriff’s Office employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Operates state and national law enforcement computer systems; accurately inputs, checks, and updates data in the records management system.
- Merges, scans, types, files, and manages department records using electronic records management systems and other file and information management systems with accuracy.
- Performs clerical support functions including fingerprinting, answering phones, directing calls, taking messages, assisting customers, and shredding sensitive documents.
- Processes and distributes arrest and crime reports for prosecution.
- Responds to records and information requests from the public, law enforcement, and various government officials via telephone, face-to-face, e-mail, and mail.
- Accepts and processes Concealed Handgun License applications.

- Accepts and processes payment of fees.
- Processes legal documents from other criminal justice agencies.
- Maintains complete confidentiality within the office area and jail at all times.
- Monitors record retention periods and purges records as necessary.
- Performs inmate-related duties such as assisting officers by conducting pat-down searches of in-custody female arrestees/inmates, as required.
- Operates computerized security system.
- Testifies truthfully in legal proceedings as required.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern office methods, practices, and procedures, including typing, transaction, filing, and telephone answering techniques.
- Modern office equipment such as multi-line telephones, base radio, computer terminals, facsimile machines, and teletype equipment.
- Proper customer service techniques including telephone etiquette.
- Confidentiality rules.
- Oregon Revised Statutes.
- Correct grammar, punctuation, and spelling.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Interacting courteously and tactfully with members of the public.

ABILITY TO:

- Use computers and word processing programs; basic keyboard skills.
- Interact with occasional disruptive citizens and effectively provide professional service.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with coworkers and the general public.
- Exercise appropriate decision-making and judgment and the capacity to work productively.
- Maintain confidentiality and security of law enforcement records and information when retrieving and distributing all related materials.
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma or GED certificate and one (1) year of full-time general office experience, including public/customer service are required. Any satisfactory equivalent combination of training and/or experience which provides the required knowledge, skills, and abilities is qualifying.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle in the performance of duties. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.