

FRANKLIN COUNTY SHERIFF'S RECORDS CLERK

FRANKLIN COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

TITLE: Clerk- Sheriff's Records Specialist

DEPARTMENT: Sheriff's Records Office

REPORTS TO: Civil Captain

SALARY GRADE: Grade 12 Collective Bargaining Position

SUMMARY:

Answer phones, direct calls and efficiently assist callers with FCSO business. Process reports through the Bi-County computer system. Sort mail, receipt civil process, Assist the public at the front counter in a professional manner. Fingerprint the public for various applications and permits and for concealed pistol licenses. Preparing and calculating of various detailed reports and statistics. Establishing and updating recordkeeping systems, verifying and entering data. Sex Offender Registration

DISTINGUISHING FEATURES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

The Records Specialist oversees the Bi-County computer system which includes training for the deputies, administration and other departments on the use and rules for the system. The position is responsible for public disclosure requests and records destruction in accordance the Secretary of State Destruction Manual and Accreditation rules.

EXAMPLES OF JOB DUTIES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

- Oversee I-leads
- Process in custody reports in a timely manner for Prosecutor review
- Process all other reports as to status and to include scanning case documents Process all supplement reports
- Copy case DVD/CD's
- Run Criminal History for reports referred to the Prosecutor Review arrest module and calls for service for accuracy
- Code (ALL) calls for services
- Run IBR validations and correct report errors
- I-leads trainer for Deputies, Sergeants & Prosecutors
- Troubleshooting IBR validation errors for the Deputies Monitor further investigative reports
- Complete NIBR stats State-Monthly
- Process UCR format stats monthly (by hand) Attend quarterly BiPin meetings

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- Assist deputies/detectives to retrieve other agency reports and information
- Set up employees and assign rights based on their department
- Make sure the records department maintains accreditation standards
- Public Records Request
- Use Gov-QA to process public record requests Monitor requests to make sure deadlines are met.
- Analyze request to determine what type of records the requestor is wanting Search in all areas for records that meet the request criteria
- Review each case on its own merit
- Review and apply State Statutes to requested records (including all types of media) Read & Redact records per RCW using Adobe Pro
- Complete exemption log for all redactions, citing RCW used to justify the redactions made
- Destruction of Records
- Review Washington State Archives destruction schedules to determine what records may be destroyed.
- Process sex cases to be sent to WASPC
- Review cases and run for suspect warrants before destroying Pull Stolen gun (with serial number) cases
- Log all cases destroyed
- Other Duties
- Process other public agency records request
- Explain civil service and public records request procedures
- Process SECTOR collision reports
- Reconcile tills each day
- Keep FCSO employee roster up-to-date
- Compile monthly stats from other Departments (FCSO & Corrections) – Excel worksheet Other duties as assigned by the Sheriff, Commander, Captain and Sergeants
- Other Duties assigned

WORKING CONDITIONS:

Work being performed will primarily be performed within the Sheriff's Office environment.

PHYSICAL REQUIREMENTS:

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate accurately and clearly both orally and in writing
- Knowledge of computer hardware, software and accessories
- Knowledge of State Statutes regarding housing of prisoners
- Knowledge of safe working procedures
- Ability to be flexible and adaptable to change
- Ability to keep accurate records and make detailed reports
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and relationships
- Ability to interpret basic descriptive statistical reports
- Ability to perform assigned duties with or without reasonable accommodation
- Ability to work independently, prioritizing and organizing work with a minimum of supervision
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines.

EDUCATION AND EXPERIENCE:

High school diploma, or G.E.D. and two years of progressively responsible clerical experience; and or combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Must be 21 years of age or older
- Must have valid Washington State driver's license with no restrictions
- Must complete pre-employment background and polygraphs processes

HAZARDS: Duties require close contact with convicted felons through fingerprinting and DNA collection, causing exposure to biological hazards in the collection of processing of body fluids