



**Records Clerk**  
Sheriff's Office

SO/18

**JOB SUMMARY**

This position performs technical duties in the maintenance of department records.

**MAJOR DUTIES**

- Enters information into a variety of computerized databases, including warrants, citations, tickets, and summons; enters data into the GCIC system.
- Ensures compliance with relevant laws and regulations; remains informed of changes to those laws regulations.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Makes copies.
- Collects, retrieves, and maintains files and records.
- Types and files various reports, correspondence, and memoranda.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of records management principles.
- Knowledge of customer service principles and practices.
- Knowledge of record retention guidelines.
- Knowledge of open records laws.
- Knowledge of computers and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the analysis of data and the preparation of reports.

- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Senior Records Technician assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include software user guidelines, GCIC/NCIC guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict deadlines contribute to the complexity of the position.
- The purpose of this position is to participate in the management of department records. Successful performance contributes to the efficiency and effectiveness of department operations.

## CONTACTS

- Contacts are typically with department personnel, other county employees, representatives of other law enforcement agencies, attorneys, insurance company representatives, representatives of other government agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office or record storage room.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain GCIC/NCIC certification.