

# Logan County

## Job Description



<b>Title:</b>	Records Clerk II	<b>Code:</b>	1146
<b>Division:</b>	Administration	<b>Effective Date:</b>	6/07
<b>Department:</b>	Sheriff's Office	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **working level complex clerical and technical** duties designed to expedite the data entry and information management of all department records, civil processes, reports, cases and statistics.

### SUPERVISION RECEIVED

Works under the general supervision of the Records Clerk III or Undersheriff.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Assists in the preparation and processing of officer incident reports; assigns case numbers; types records, prints out and files; distributes to appropriate agencies, offices and court; transcribes statements of witnesses from tapes and takes statements from witnesses; supplies record checks to authorized agencies and supplies file data as needed; records incoming calls regarding cases and incidents and relays information to appropriate agencies and officers.

Creates billing invoices for customers, i.e., attorneys, legal representatives and the public; calculates fees and prepares invoices for mailing; mails invoices and follows up on the same; receives payments and fees and issues receipts; updates computer records to show transactions and disposition of accounts; hand delivers invoices to the courts as needed.

Receives and logs civil and criminal documents such as writs, summons, complaints, citations, infractions, supplemental orders, civil bench warrants, trustee sales, orders to show cause, orders of sales, notice of trials, etc. for processing; maintains contact with attorneys, courts, judges and crime labs as needed to follow up on case reports to obtain final disposition and verify court dates; monitors all logs, documents, records and information processed by the department to assure correctness and accuracy; records and tracks payments; records "satisfaction of judgment" and returns to court for closure; bills for appropriate fees; receipts and deposits payments.

Maintains accurate, comprehensive, and up-to-date offense, property, and criminal history index files utilizing computer system; obtains driver's license information, vehicle registration, Colorado and federal Criminal History (CCIC, NCIC & NIBRS), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, and property checks; performs criminal history or background checks as requested.

Assists to manage and input information and case database details for sex offenders; registers offenders including photographing and fingerprinting; files appropriate documents with the state department of public safety; distributes information to all law enforcement agencies within the county.

Prepares monthly FBI/CBI report; accumulates and organizes system information records and data bases as needed to prepare and complete; reports total criminal and law enforcement activity according to established categories, i.e. homicide, burglary, rape, assault, auto theft, shoplifting, etc.; distributes copies of reports to appropriate parties or agencies.

Prepares periodic statistical documents including graphs and charts illustrating county-wide law enforcement activity; identifies geographical areas and crime centers; delivers graphs and charts to supervisors and administrators as needed to deliver presentations.

Performs general office bookkeeping; records monies collected; enters account information into computer system; maintains journal of monies collected, compiles all receipts, performs monthly balancing, prepares check payable to County Treasurer for deposit into county funds; performs monthly check book balancing with monthly statements.

Acts as receptionist; receives telephone calls; respond to caller inquiries or routes calls to knowledgeable personnel; assists the public by directing to various legal or law enforcement service providers or offices; collects daily mail and distributes the same.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school with coursework in the fields of bookkeeping, accounting, and general office practices.
  - AND
  - B. Two (2) years of experience performing above or related duties;
  - OR
  - C. An equivalent combination of Education and Experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** general office procedures and record keeping and filing, civil processes and procedures; basic bookkeeping and accounting methods; civil warrants and criminal warrants; the civil functions of the department of county sheriff and its interrelationship with other county departments; the various compliance requirements related to processing offenders and documenting their incarceration; clerical processes and procedures associated with a variety of legal documents such as warrants, notices and garnishments; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing; court procedures and processes; criminal court and general law enforcement functions and procedures; procedures established for services of warrants; liability associated with verification and service of warrants; interpersonal communication methods; computer **terminal operation and programs unique to civil document processing requirements.**

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; ability to learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files; handle physically aggressive and emotionally unstable female prisoners.

3. Special Qualifications:

Must be able to type and operate ten-key adding machine.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above Job description. Date: \_\_\_\_\_  
(Employee)