



Records Clerk

Class code: 100

Employee Group: JCSEA

FLSA: Non-Exempt

Salary Range: 520

I. Position Summary

Under supervision to perform complex clerical duties which require considerable typing, filing, and computer skills. Requires personal relation skills in dealing with the public on the phone and in person. Non-sworn position within the Sheriff's Department assigned to the Criminal, Corrections, or Civil Division.

II. Examples of Essential Position Duties

- Obtains information from individuals, recognizes physical characteristics, distinguishes colors and converts into computer coding and proper formats and/or initiates and completes appropriate forms and reports.
- Processes and releases inmates to include taking photos, inventorying personal property and obtaining personal information.
- Process inmate lodgings, process inmate releases, process inmate funds when lodged and released, handle "process only's" from court, answer incoming phone calls, schedule inmate visitation, facilitate inmate weekend visiting, type fingerprint cards, process court cards, prepare inmate paperwork for transfer to the work center or other institutions, run Criminal History as required, assist walk in customers, handle bail transactions, generate and process appropriate paperwork, enter data into computer system, maintain file system.
- Reviews the defendant's criminal history and the Probable Cause affidavits and applies it to the classification program to ensure that inmates are appropriately and timely classified. Conducts needs assessments and risk evaluations on inmates.
- Obtains information from persons arrested and charged with a crime to be used in the pretrial release decision, eligibility for court appointed attorney and the risk assessment tool.
- Registers sex offenders, which includes taking photographs and obtaining personal information.
- Fingerprints individuals as prescribed by policy.
- Takes photographs of applicants applying for a concealed handgun license.
- Communicates effectively and coherently with inmates, the public, coworkers, and the media by giving information and directions and advising of appropriate processes. Answers telephones, routes calls to appropriate personnel, takes messages.
- Types and/or hand writes and completes standard forms and reports accurately. Converts written materials into computer coding, proper formats and enters data into a specialized computer system. Performs simple mathematical calculations. Conducts file and record searches of computer and paper files. Alphabetizes, indexes and/or files documents in prescribed order. Maintains a standardized file system.
- Comprehends handwritten and typed materials, computer screens, legal and non-legal documents, i.e. - teletypes, warrants, civil processes, court orders.
- Performs routine tasks and follows written and verbal instructions. Trains new personnel in office policy and procedures.
- Works rotating shifts and adjusted work schedules which include holidays and weekends; works overtime when required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.

- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Performs other related duties as assigned.

III. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

- Any combination of education and experience equivalent to a high school diploma, including or supplemented by courses in clerical/business procedures plus three years clerical experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- Must be eligible for and maintain LEADS certification.
- Position requires considerable knowledge of standard practices and procedures; ability to perform computer data entry at a minimum level of 7000 keystrokes per hour with a 97% accuracy rate and ability to accurately type 50 WPM on an electric/electronic typewriter and/or computer; ability to perform simple mathematical calculations; possess knowledge of conventions of standard written English; ability to walk short distances (25 yards or less) repeatedly; ability to twist, bend, squat, or stoop to access file cabinets; ability to reach up to 5 feet to grasp files and manuals; ability to hear and understand conversations and telephone conversations with a high degree of background noise present; ability to evaluate, react, and respond to situations that arise requiring independent thought; ability to prioritize work; ability to perform multiple tasks while dealing with frequent interruptions; ability to learn routine tasks, understand concepts, rules and procedures; ability to follow written and verbal instructions; possess organizational skills; possess sufficient dexterity to manipulate keyboards, operate buttons, collect and inventory small items, open drawers and cabinets, file documents in file cabinets, research manuals, grasp papers; ability to establish and maintain effective working relationships; ability to sit and stand for periods of up to 12 hours per day; ability to work in confined/locked office areas; exposure to body odors, aerosol restraint spray, and other offensive odors; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment; ability to deal with violent and/or intoxicated individuals, crime victims, and emotionally distraught individuals.

IV. Typical Employee Characteristics

- Adaptable
- Be a good listener
- Calm
- Compassionate
- Control emotions
- Cooperative
- Decisive
- Diplomatic
- Patient
- Perform well under stress
- Polite
- Possess a high degree of common sense, self-initiative, honesty and integrity
- Work harmoniously with fellow employees

V. Equipment Utilized (but not limited to)

- Calculator
- Camera
- Cash register
- Computer terminal/printer
- Fax Machine
- Fingerprint machine

- Hole punch
- Intercom
- Laminator
- Paper cutters
- Pen/pencil
- Photocopier
- Scissors
- Scanner
- Stapler
- Telephone
- Tenprinter
- Transcription machine

VI. Licenses, Certificates and Other

- None

VII. Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Some positions require driving.

VIII. Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

IX. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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