

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CLERK III RECORDS & LEAD RECORDS CLERK – JDC13

Exempt: No	Skill Code: 1322 / 1222
Skill Level: SIII / SII	Department: Office of the Sheriff
Reviewed By H/R:	Date:
Approved By: Sheriff David A. Weaver	Date: 06-01-02

General Duties: Performs a variety of administrative, and clerical tasks, including; information collection, statistical computation, verification duties in recording and maintenance of official department records.

Supervision Exercised: No supervision exercised. May act as a lead-worker in absence of Records Supervisor.

Supervision Received: Works under general supervision of the Records Supervisor.

Examples of Duties and Responsibilities:

- Types correspondence, reports, records, memos, meeting minutes, and forms.
 - Utilizes DCIC, CCIC and NCIC computer/teletype systems to query, enter or cancel operational data and relay as authorized. These computer systems are used daily for various duties. Required to have CCIC OSN's for query purposes.
 - Computation of Sheriff's fees and other financial data.
 - Informs members of general public of Criminal Justice Records release laws and departmental policies in relation to the same.
 - Assembles, validates and distributes a variety of reports to department staff, and the Douglas County Combined Courts.
 - Moderately complex bookkeeping and record keeping to include that handling of large sums of money. To include complex calculations, tabulating figures, collection and receipt of payments.
 - Performs public fingerprinting as necessary.
 - Collection of bad checks written to the Sheriff's Office.
 - Maintains the petty cash system for the Sheriff's Office.
 - Processes solicitor registration applications for Douglas County.
 - Process criminal justice records for dissemination to appropriate agencies, i.e. courts, District Attorney's Office, State of Colorado Department of Motor Vehicle, data entry personnel, etc. This includes the review of all documents for quality control.
 - Assists the Civil Division with acceptance of documents for service.
 - Performs other duties and jobs as required and assigned.
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Records Clerk/Lead Records Clerk Job Description

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Special Requirements:

- At least 18 years of age.
- High school graduate or G.E.D. Additional clerical, secretarial, legal and/or law enforcement education and/or experience preferred.
- Ability to multitask.
- High level of understanding of computer programs and keyboarding.
- Experience in public contact.
- Attention to detail.
- Meet minimum standards for typing and data entry.
- Some geographic knowledge preferred to assist in the use of the data base and GEO base.
- Good time management and organizational skills.
- Understanding of a functional file system.
- Good physical and mental condition.
- Ability to deal with confidential and sensitive materials and records and maintain trust.
- Able to pass qualifying exams and background investigation.

Lead Records Clerk – Additional Requirements and Responsibilities

Supervision Exercised: In the absence of the records supervisor, the lead records clerk will assume supervisory responsibilities.

Examples of Additional Duties and Responsibilities:

- Must be able to perform all duties of a records clerk.
 - Assembles, validates and distributes a variety of reports to department staff, Colorado Bureau of Investigation and the Douglas County Combined Courts.
 - Moderately complex bookkeeping and record keeping to include that handling of large sums of money. To include complex calculations, tabulating figures, collection and receipt of payments, reconciling and balancing accounts and cash registers.
 - Assist in statistical reports based on records.
 - Complex data entry of Criminal Justice Records.
 - Data entry of reports into Colorado Bureau of Investigation's NIBRS system on CCIC.
 - Validation of stolen weapons, vehicles and license plates report.
 - Processes requests to seal criminal records.
 - Maintenance, verification, quality control and retrieval of Criminal Justice Records.
 - May be required to work modified shifts.
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Additional Special Requirements for Lead Records Clerk:

- Must meet all requirements of Clerk III Records.
- At least 2 years experience comparable to that of a lower level clerical position within the Douglas County Sheriff's Office.

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Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents, reports and correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Mental Abilities: Able to comprehend and retain information related to general job assignments made within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment and utensils.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required by verbal and written methods. Ability to deal with upset and/or irate people.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to

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practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Judgment: Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.

Initiative: Ability to proceed on assignments without waiting to be told what to do. Makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the workplace.
