

SHERIFF'S SERVICES ASSISTANT

DEFINITION

Under general supervision, performs a variety of account, statistical, and specialized clerical technical recordkeeping work in connection with the maintenance of sheriff department records and services; receives and prepares for service police reports, citations, and inmate paperwork; performs front counter support duties; assists the public or other County staff with specialized department procedures; provides a variety of information about department policies and procedures; performs a variety of technical and office support assignments; and performs related duties as required.

REPORTS TO

Higher level management or supervisory staff

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Provides specialized clerical support to Sheriff department services; greets office visitors and answers the telephone, provides information and refers calls and visitors to others; provides specialized public assistance regarding law enforcement records, visitations, and other departmental processes; reviews written requests for report; determines whether it can be released; produces redacted reports; notifies parties if the reports cannot be released; performs LiveScan fingerprint duties and calculates billing for the school district; establishes and maintains computer database information; maintains a variety of confidential specialized records; posts information to Sheriff's Department records database; processes incoming mail and tracks correspondence regarding confidential documents; processes police reports, citations and documents pertaining to the booking/release of County inmates; assists with court ordered records maintenance; assists with the maintenance of work and time records; computes and prepares bills for services; receives monies and maintains receipt records; balances cash received and prepares deposits; transports confidential documents to other County departments or to courts as necessary; may be responsible for providing assistance in the evidence room in the Sheriff's Department; and performs related duties as required.

SHERIFF'S SERVICES ASSISTANT - 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a law enforcement agency.
- Methods, practices, and procedures of law enforcement recordkeeping.
- Policies, laws, rules, and regulations applicable to the release of law enforcement records.
- Operational characteristics of assigned equipment including LiveScan fingerprinting equipment.
- Office methods, equipment and techniques including computers and assigned software.
- Principles and practices of customer service.
- Policies and procedures of the work area where assigned in the Sheriff's department.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Perform a variety of specialized law enforcement recordkeeping assignments.
- Provide technical support for an assigned area of County government.
- Interpret and apply the policies and procedures of the Sheriff's department as it relates to assigned area.
- Assist with the preparation of specialized reports and the maintenance of confidential records.
- Operate a computer and appropriate software, including database information.
- Tactfully and courteously provide a variety of public assistance.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

SHERIFF'S SERVICES ASSISTANT - 3

Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education

A high school diploma or GED equivalent.

Experience

One (1) year of experience in performing recordkeeping, technical support work preferably within a law enforcement agency.

Special Requirements

None