

**SHERIFF'S SERVICES TECHNICIAN**

**DEFINITION**

Under general supervision, performs a variety of responsible and complex technical, specialized clerical and administrative services duties in support of the Sheriff's Department; this includes maintenance of sheriff department records and services; receives and prepares for service police reports, citations, and inmate paperwork; performs fiscal accounting, billing and related financial duties, and front counter duties of a sensitive nature interacting with both the public, other law enforcement agencies, and County Departments; assists the public or other County staff with in accordance with appropriate laws and requirements specialized department procedures and release of information; 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.

**DISTINGUISHING CHARACTERISTICS:**

This class is a technical and clerical classification in the Sheriff's Department; incumbents initially receive closer supervision and training in a specific technical assignment, and then receive greater independence and responsibility in their assigned technical area(s). The Sheriff's Services Technician is distinguished by its responsibility to process and provide information of a confidential nature in strict adherence to State and Department mandates, by independence of action, and the consequences of error.

**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.*

- Performs a variety of responsible and complex legal clerical and technical tasks in an assigned functional area of the Sheriff's Department such as Civil, Records, Bookings, or Human Resources.
- Receives, reviews, and processes various civil papers, such as summons, subpoenas, notices, orders, citations, warrants, and civil writs of attachment, execution, restitution, possession, claim

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and deliver; examines legal documents for form, sufficiency of information, and conformance with legal requirements.

Processes and updates required annual required registrations for sex offenders as well as individuals convicted of arson and narcotics crimes.

- Prepares, types, and has responsibility for signing warrants for payment of fines and bails and for fees collected.
- Processes human resources background documents; prepares recruitment and selection documents, announcements advertisements; processes testing results; assists with reviewing qualifications; prepares, processes, and maintains personnel, background and internal affairs files, documents, forms and reports.
- Confers with attorneys, plaintiffs, defendants, applicants, staff, and others regarding procedures and documents required.
- Provides information about assigned area to interested parties, other agencies and the public.
- As necessary confers with other Departments and agencies on proper procedures, legal questions and proper interpretation of code sections related to assigned area.
- Maintains accurate and complete records for receipts and disbursements of moneys and other funds deposited to the Sheriff's trust account by posting, checking, balancing, and adjusting accounts and keeping subsidiary ledgers.
- Checks various statistical and accounting tables and reports; accumulates records and complies statements; assists in preparing accounting or statistical reports.
- Acts as liaison to other County departments to assists in collecting referred delinquent accounts.
- Keeps current regarding laws, codes, regulations and legal procedures as they pertain to assigned specialty area.
- Explains laws and procedures to employers, financial institutions, and others pertaining to the collection of money under court orders; explains laws to employees regarding remedies for money attached under court orders.
- Composes and types letters, memos, documents, forms, and reports.
- Enters, retrieves, reviews and purges information from a variety of computer files, databases and other records.
- Maintains, processes and audits arrest reports, warrants, and criminal histories and other records; confirms arrest warrants as required.
- Enters, updates, assembles, codes, records and summarizes a variety of law enforcement data; classifies crime reports and enters into an appropriate computerized system.
- Processes documents after inmates are booked into the County Jail or other detention facility; obtains information from appropriate documents and files; completes arrest registers; receives and receipts monies for bail.
- Receives, receipts and records payment of fines, fees, and deposits to inmate's cash accounts; reviews, posts, adjusts and balances daily registers and journals; issues checks following established procedures.
- Checks identification and follows procedures for admitting vendors to detention facilities; operates central control panel to allow staff and other authorized individuals access to secure areas of detention facility.
  - Performs related work as required.

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### **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(s) 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 the Sheriff's Department.
- Interpret and apply the policies and procedures of the Sheriff's department as it relates to assigned area(s).
- Assist with the preparation and release of specialized and confidential reports and the maintenance of confidential records.
- Operate a computer and appropriate software, including database information. Learn and operate other advanced technical and telecommunications equipment.
- Tactfully and courteously provide a variety of public assistance of a sensitive and confidential nature.
- 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.

**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:*

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### Education

A high school diploma or GED equivalent.

### Experience

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

### Special Requirements

None