

## CLASS SPECIFICATION



**CLASS:** Sheriff's Records Clerk  
**ALLOCATION:** Sheriff's Department  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** April 2006  
**REVISED:** March 2017

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### **JOB SUMMARY:**

Under general supervision, provide difficult, technical, complex or specialized work relating to Sheriff's department records and associated automated information systems; and perform related work as assigned.

This is an advanced journey level in the clerical series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Sheriff's Records and Communications Supervisor. This class is distinguished from the Sheriff's Records and Communications Supervisor in that the latter is a working supervisor responsible for both the records and 9-1-1 dispatch functions of the Sheriff's Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Performs difficult, complex technical and/or specialized office support work, which requires the exercise of independent judgment.
- Prepares and types correspondence, reports and various specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter, word processor or computer; may provide secretarial support to administrative, professional or supervisory staff.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Sort and file legal and general documents and records, maintaining alphabetical, index and cross-reference files.
- Performs technical aspects of collection, collating, retention and control of various documents and reports held by the department.
- Issues, receives, types and processes various legal applications and other forms; processes bookings and other jail related documents; transmits recorded information to the State.
- Provides information to the public or to County staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Provide information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements governing release of information.
- Conducts record audits and verifications as required by department guidelines and/or state law.
- Maintains statistical records required by state and federal government.
- Operates and accesses automated criminal justice telecommunication information systems and subsystems.
- Enters and retrieves data and prepares reports using a computer; may establish databases; reviews such reports for accuracy and makes corrections as required.
- Enters, modifies and retrieves data from local, state and national computer systems.
- Conduct record searches in a centralized database.
- Oversees and personally performs a variety of office administrative details such as preparing purchase requisitions, arranging for the repair of equipment, transmitting information, and keeping reference materials.
- Develops and maintains positive public relations with an emphasis on customer service.
- Work cooperatively in a team environment with other county employees in the course of daily work.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May train others in work procedures or direct the work of others on a project or relief basis.

- May be required to drive a personal or County motor vehicle.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Techniques for dealing with the public, in person and over the telephone which sometimes includes difficult individuals or individuals with a criminal background.
- Business arithmetic.
- Applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.

#### **Skill in:**

- Performing technical, specialized, complex or difficult office administrative or secretarial support work.
- Implementing specified policies, procedures and computer applications related to the Sheriff's Department.
- Reading and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing at a net rate of 40 words per minute (wpm) from printed copy.

#### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Use tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Communicate effectively verbally and in writing.
- Provide lead guidance, coordination, prioritization, training and review the work of assigned staff.
- Organize work, schedule and coordinate projects; set priorities; meet deadlines and maintain composure when working under pressure.
- Perform complex clerical work rapidly and accurately.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **Work Environment:**

- Work in a typical office environment.
- May work an alternate work shift (e.g. off-hours and/or weekend work shifts).
- Work in situations which involve emergencies and may be stressful.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Typing Certificate: Minimum Net of 40 wpm. Typing Certificate must indicate results from a five minute test with at least the minimum net wpm required.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school and three years of general office support experience.

**PREFERRED:** In addition to the minimum, college course work with an emphasis in business practices or a related field, additional experience as previously defined, and/or experience with a public agency.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: F  
WC: 8810.1

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_