



JOB DESCRIPTION

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| <i>Title</i> | Corrections Records Technician | | |
| <i>Department</i> | Sheriff's Office | <i>Job Class</i> | A 14 3 |
| <i>Driving Required</i> | Yes | <i>Safety</i> | Yes |
| <i>Labor Union</i> | AFSCME Local 2746 Courthouse/Roads | <i>FLSA</i> | Non-exempt |
| <i>Created</i> | Feb 2022 | <i>Reviewed</i> | <i>Revised</i> |

Purpose

Uses a variety of specialized software systems to provide information that supports law enforcement officers, criminal court operations, and other jurisdictions. Create and extract law enforcement data and provide administrative customer service to members of the public, their attorneys, and adults in custody. Performs a variety of complex clerical duties and functions to promote and maintain effective program services and procedures; processes law enforcement data from a variety of documents associated with department reports, court documents, and law enforcement data systems. May perform clerical duties or functions of a sensitive or confidential nature.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Provide advanced-level administrative and technical support to the criminal justice system.
- Train all corrections staff on the statewide Law Enforcement Data Systems, facilitate testing, recertifications, and maintain staff LEDS compliance as the Assistant LEDS Representative.
- Perform extensive data entry of court orders such as arrest warrants, protective orders, transport orders, juvenile detention warrants, and Community Corrections warrants into LEDS, NCIC, and the in-house records system.
- Conduct risk management investigations on information for warrant and protection order entry.
- Obtain missing information through investigative means for warrant and protection order entry into LEDS, NCIC, and local databases.
- Process served protection orders.
- Maintain the Sentence Orders for subjects who owe time to the Supervisory Authority via the Sentence Order book and our computer databases.
- Work with electronic monitoring deputies, jail staff, electronic monitoring companies, and probation and parole offices throughout the state regarding sentenced subjects and their time owed to the Supervisory Authority.



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- Write warrant affidavits on behalf of the Supervisory Authority and submit to approving authority for signature.
- Enters crime and criminal data into LEDS; and extracts data, cross-referencing information to respond to time-critical requests from deputies and police officers in the field, court officials, the district attorney's staff, or other jurisdictions.
- Coordinate the transport of prisoners with other counties, states, federal corrections institutions, US Marshalls Office, and hospitals.
- Process transport orders issued by our courts.
- Complete Statement of Imprisonments
- Assist other criminal justice agencies' search for information and photos.
- Perform expungement of booking files and jail records as ordered by the court.
- Maintain the file room and purge documents per Oregon retention laws.
- Audit booking packets completed by corrections deputies.
- Audit No Contact Order list monthly.
- Create flyers and social media posts on behalf of the Sheriff's Office.
- Distributes mail and orders supplies.
- Prebook sentenced inmates into the Jail Management System.
- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper format, document, and procedures.
- Will be required to walk through secure sections of the jail which may have Adults in Custody present.
- Assists with record requests as needed; consults with supervisor as to nature of data requested.
- Monitors and documents information and data in accordance with program requirements; examines and edits data for completeness and accuracy; corrects error in names, addresses, and other input data; interprets data for proper input to program formats; proofreads reports to verify accuracy of input.

Auxiliary Functions:

- Performs department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information, forward to the appropriate person or department; respond to inquiries and/or complaints directed from the public; place phone calls, send and receive emails; send faxes; make photocopies; pick-up, sort and distribute mail.
 - Work with supervisor to maintain, amend, or develop department procedures, routines, and filing systems.
 - Work independently to plan and arrange own work sequence; prioritizes projects and assignments; provide back-up support to staff when needed; reports operating problems to supervisor
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- Respond to irate or unhappy customers in a professional, diplomatic and respectful manner.
- Follow all safety rules and procedures; maintain confidentiality and comply with all policies.
- Researches and compiles data from a variety of sources, some confidential in nature.
- Operates a variety of office equipment with high degree of accuracy, skill, and independent judgment.
- Train staff related to duties in assigned position.
- Register Sex Offenders into state database.
- Operate a county-owned vehicle to include fueling, maintaining, and cleaning.

Mandatory Qualifications

- 21 years of age or older
- Obtain and maintain lawful driving privileges and demonstrate safe driving practices.
- Education & Experience
 - Minimum high school diploma / GED
 - Three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Skills
 - Working knowledge of criminal and civil legal terminology and law enforcement processes and procedures
 - Advanced record-keeping skills
 - Knowledge of advanced bookkeeping-related functions
 - Ability to read and write proficiently
 - Excellent customer service and problem-solving skills
 - Knowledge of office procedures and operation of various office equipment
 - Advanced data entry and computer operations skills
 - Working knowledge of PC and word processing software

Desired Qualifications

- Working experience in the criminal justice field and/or two-year degree in criminal justice or related field.
 - Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
 - Experience in NIBRS (National Incident Based Report System)
 - Ability to read, write, and speak Spanish.
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Special Requirements

Individual is required to use the Criminal Justice Information Services (CJIS), National Instant Criminal Background Check System (NICS), and/or the state Law Enforcement Data System (LEDS), they must pass a thorough background investigation and must obtain and maintain appropriate certifications and clearance levels within 30 days of hire. Recertification bi-annually.

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, etc., typically weighing up to 15 pounds and occasionally heavier objects.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Professional office setting. Typical work schedule is Monday through Friday. Overtime may be required in the execution of duties.

Supervisory Responsibility

No supervisory responsibilities.