



JOB DESCRIPTION

<i>Title</i>	Enforcement Record Specialist			
<i>Department</i>	Sheriff's Office		<i>Job Class</i>	A 12 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

Performs a variety of advanced level complex technical tasks and customer service to assigned department/division of the Sheriff's Office. This position is responsible for NIBRS (National Incident Base Reporting System).

This job classification is assigned with specific duties requiring an advanced skill set, experience level, and department knowledge. General responsibilities include advance word processing, document preparation, report writing, data tracking, research and analysis, customer service, and managing several ongoing projects and tasks as assigned

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.

- Develop working knowledge of the Oregon Revised Statutes, policies, and procedures pertaining to release, redaction, expungement, and retention of law enforcement records and reports. Research and compile data from a variety of sources, some confidential in nature. Check completed forms and documents for accuracy and compliance. Accurately enter and retrieve data from computer files. Process, record, file, distribute reports in a timely manner to the proper agencies
- Verify and correct grammar, spelling, format, and content of others' work.
- Provide police records and background checks to the public, insurance companies, and law enforcement agencies.
- Issue and track alarm permits and remit invoices for annual permits.
- Prepare and track tow notices, and enter vehicle information into LEDS.
- Is responsible for entering and maintaining the National Incident Based Reporting System (NIBRS) for the Clatsop County Sheriff's Office. This is a highly complex technical report sent to the FBI for all crimes that occurred in Clatsop County for each month.
- Obtain and maintain notary certification
- Maintain filing and record systems with a variety of subject matter to provide easy access to records and information; provides retention of records as needed and/or requested; assists with record requests as needed; consults with supervisor as to nature of data requested.



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- Utilizing the statewide law enforcement database to accurately query, enter, validate, and clear information. Accurately enter and retrieve data from computer.
- Compose a variety of documents such as letters, memos, reports, charts, forms, and spreadsheets.

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
- 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.

<i>Mandatory Qualifications</i>
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- 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
 - Advanced record-keeping skills
 - Knowledge of advanced bookkeeping-related functions
 - Ability to read and write proficiently
 - Excellent customer service and problem-solving skills
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- 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 knowledge of criminal and civil legal terminology and law enforcement processes and procedures
- 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 is desirable.
- Experience in NIBRS (National Incident Based Report System)
- Ability to read, write, and speak Spanish.

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. A typical work schedule is Monday through Friday. Overtime may be required in the execution of duties.

Supervisory Responsibility

No supervisory responsibilities.