



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Sheriff Records Manager	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	M1
<b>REPORTS TO:</b>	Administrative Services Manager	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for planning, directing and supervising staff and activities related to the processing, dispersal, tracking, storage, maintenance and disposal of archived records for the Sheriff's Office.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff; responds to difficult and sensitive citizen inquiries and complaints.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- Determines work schedules and authorizes leaves, ensuring the effective, efficient and timely completion of all work.
- Directs the processing of all booking and release documentation for individuals who are arrested in the County; Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Examines various legal documents for sufficiency, completeness and adherence to laws, codes and recording requirements; processes records checks and report copies; prints copies of reports as required.
- Ensures proper audit and processing of information from the District Attorney's Office and the Courts; secures information as instructed.
- Establishes and maintains regular schedules for filming/scanning of documentation.
- Ensures proper entry of warrants into NCJIS and NCIC systems; updates information as necessary; runs reports and criminal histories as required.
- Serves as database administrator for Sheriff's Office files and records; coordinates efforts with central IT staff to ensure continued functionality and problem resolution; controls and monitors user access.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## SHERIFF RECORDS MANAGER

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

High School diploma/GED; AND four (4) years of public records management experience; OR an equivalent combination of education, training and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Office management principles and practices, including records management and the operation of standard office equipment.
- Codes, policies and procedures regarding the processing, dispersal and storage of legal documents.
- Records management and indexing systems.
- Computer applications related to the work.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Performing records management duties.
- Making accurate arithmetic calculations.
- Interpreting, applying and explaining applicable codes and regulations.
- Maintaining accurate records and files.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.



## SHERIFF RECORDS MANAGER

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- NCIC/NCJIS certification
- Spillman Records certification

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for an extended period of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.