

BUFFALO COUNTY SHERIFF'S DEPARTMENT JOB DESCRIPTION  
JULY 2011

I. JOB TITLE: LAW ENFORCEMENT RECORDS CLERK

II. CHARACTERISTICS OF THE JOB

1. UNDER GENERAL SUPERVISION A RECORDS CLERK IS RESPONSIBLE FOR PERFORMING CLERICAL WORK INVOLVING TYPING, DATA ENTRY, TRANSCRIBING, PROCESSING, FILING AND/OR SCANNING OF VARIOUS LAW ENFORCEMENT, JAIL, AND CIVIL PROCESS RECORDS.
2. IS RESPONSIBLE FOR WORKING AT THEIR DESK AND THE COUNTER; WAITING ON AND WORKING WITH CITIZENS.
3. PROVIDE RECEPTIONIST SERVICES.

III. JOB ESSENTIAL FUNCTIONS

1. MUST BE ABLE TO TYPE AND HAVE SOME COMPUTER KNOWLEDGE.
2. MUST BE ABLE TO SORT, STACK, AND FILE PAPERS AND DOCUMENTS.
3. OPERATE A VARIETY OF OFFICE MACHINES AND EQUIPMENT.
4. HEAR VOICE CONVERSATIONS AND COMMUNICATE WITH PEOPLE IN PERSON OR OVER THE TELEPHONE SO AS TO BE EASILY UNDERSTOOD.
5. SPEAK TO PEOPLE TO PROVIDE INFORMATION AND GIVE DIRECTIONS SO AS TO BE EASILY UNDERSTOOD.
6. MUST BE ABLE TO FOLLOW DIRECTIONS ACCURATELY.
7. MUST BE ABLE TO CONTROL HIS/HER EMOTIONS AND BIASES WHILE FULFILLING HIS/HER DUTIES. THIS INCLUDES DIRECT CONTACT WITH PERSONS WHO ARE UPSET AND ANGRY AND PERSONS FROM DIVERSE CULTURAL, SOCIO-ECONOMIC, ETHNIC, RACIAL, AND SEXUAL BACKGROUNDS.
8. MUST BE ABLE TO MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER WORKERS.
9. MUST BE ABLE TO WORK IN A STRESSFUL, LARGE WORKLOAD ENVIRONMENT.
10. MUST BE ABLE TO MEET DEADLINES AND COORDINATE WORKLOADS TO MEET TIGHT SCHEDULES.
11. MUST MAINTAIN THE CONFIDENTIALITY OF THE INFORMATION HE/SHE IS EXPOSED TO WHILE PERFORMING HIS/HER DUTIES.
12. A LAW ENFORCEMENT RECORDS CLERK MUST BE TRUTHFUL AND HONEST IN ALL FACETS OF PERFORMING HIS/HER DUTIES.

13. MUST BE ABLE TO WORK A VARIETY OF SHIFTS WHICH MAY INCLUDE NIGHTS, AFTERNOONS, AND DAYS INCLUDING WEEKENDS AND HOLIDAYS AS DETERMINED BY THEIR SUPERVISOR.

#### IV. EXAMPLE OF DUTIES

1. PREPARES, ENTERS DATA, FILES, CROSS-FILES, AND MAINTAINS JAIL RECORDS, CIVIL PROCESS PAPERS, AND OTHER FORMS AS NEEDED.
2. WAITS ON CITIZENS AND OTHERS IN PERSON OR ON THE TELEPHONE.
3. RECEIVES AND ACCOUNTS FOR FEES AND FINES.
4. MAINTAINS LOGS, MAKES COPIES, AND SCANS RECORDS AS NEEDED.
5. MAY WORK WITH REGISTERED SEX OFFENDERS FOR PURPOSES OF OBTAINING NECESSARY REGISTRY DATA.
6. PERFORMS OTHER DUTIES AS ASSIGNED.

#### V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOW THE PHILOSOPHY OF THE BUFFALO COUNTY SHERIFF'S OFFICE.
2. KNOW THE OBJECTIVES OF THE BUFFALO COUNTY SHERIFF'S OFFICE.
3. HAVE COMPLETE KNOWLEDGE OF THE POLICIES AND PROCEDURES GOVERNING THE BUFFALO COUNTY SHERIFF'S OFFICE AND BUFFALO COUNTY.
4. CONTINUE EDUCATION TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF CURRENT TRENDS AND DEVELOPMENTS IN LAW ENFORCEMENT RECORDS.
5. MAINTAIN PROPER COMMUNICATION WITH ALL PERSONNEL, AND IN DOING SO, INSURE THAT A WORKING RELATIONSHIP IS MAINTAINED AT ALL TIMES.
6. MAINTAIN TWO-WAY COMMUNICATION WITH OTHER DEPARTMENTS.
7. FOSTER GOOD PUBLIC RELATIONS WITHIN THE COMMUNITY.
8. MUST HAVE A THOROUGH KNOWLEDGE OF FEDERAL, STATE, COUNTY, AND CITY RESOLUTIONS.
9. MAINTAINS PROPER COMMUNICATIONS WITH ALL OTHER JUDICIAL SYSTEM DEPARTMENTS.
10. MUST COMPLETE ALL TRAINING REQUIRED AS PRESCRIBED BY STATE STATUTE AND DEPARTMENT GUIDELINES.

## VI. QUALIFICATIONS

1. AGE OF 21 YEARS OR OLDER.
2. HIGH SCHOOL GRADUATE OR GED.
3. NO FELONY OR SERIOUS MISDEMEANOR CONVICTIONS.
4. POSSESS VALID DRIVER'S LICENSE.
5. MUST BE ABLE TO READ, WRITE, AND UNDERSTAND THE ENGLISH LANGUAGE.

## VII. SPECIAL REQUIREMENTS

1. MUST BE OF GOOD MORAL CHARACTER.
2. MUST TAKE AND SUCCESSFULLY PASS A PSYCHOLOGICAL TEST.
3. MUST TAKE AND SUCCESSFULLY PASS A DRUG SCREEN.
4. MUST BE ABLE TO SAFELY OPERATE A COUNTY ISSUED MOTOR VEHICLE FOR PURPOSES OF CONDUCTING TITLE INSPECTIONS AND PERFORMING ERRANDS SUCH AS PICKING UP AND DROPPING OFF ITEMS AS MAY BE NECESSARY.
5. MUST BE ABLE TO WORK WITH INDIVIDUALS WHO ARE REGISTERED SEX OFFENDERS FOR PURPOSES OF OBTAINING NECESSARY REGISTRY DATA, ASSIST IN COMPLETING REGISTRY FORMS, REVIEW DATA COLLECTED ON REGISTRY FORMS, AND OBTAINING BUCCAL DNA AND THUMB PRINT FROM REGISTRANTS AS NECESSARY.
6. MUST BE ABLE TO ACCURATELY COPY, SCAN, AND FILE LEGAL DOCUMENTS IN A PROFICIENT MANNER.
7. MUST BE ABLE TO READ, INTERPRET, AND HANDLE LEGAL DOCUMENTS INCLUDING BEING ABLE TO PERSONALLY SERVE CIVIL PROCESS LEGAL DOCUMENTS, ACCURATELY RECORD SERVICE INFORMATION AND FILE, ROUTE, AND RECORD THAT DATA.
8. MUST BE ABLE TO PERFORM DUTIES AS A RECEPTIONIST INCLUDING ANSWERING TELEPHONES, RECEIVING AND RETURNING EMAIL MESSAGES, TAKING AND ROUTING MESSAGES, AND HANDLING, RECORDING AND ROUTING OF CASH, CHECKS, AND RECEIPTS AS NECESSARY.
9. MUST BE ABLE TO EFFECTIVELY MAINTAIN CONFIDENTIALITY OF SENSITIVE LAW ENFORCEMENT AND LEGAL INFORMATION INCLUDING BUT NOT LIMITED TO WORKING WITH LAW ENFORCEMENT OFFICERS, CLERKS, ATTORNEYS, AND VARIOUS MEMBERS OF THE PUBLIC.