

DOUGLAS COUNTY SHERIFF'S OFFICE
Records Technician

Accountable to the Records Supervisor

JOB SUMMARY:

The Records Technician performs specialized office support activities involving creating, maintaining, processing, recording, accessing and releasing documents, files and other information which is governed by strict laws, rules and regulations.

DISTINGUISHING CHARACTERISTICS:

The Records Technician is an experienced office support classification. The Records Technician is distinguished from the Receptionist by assigned work governed by strict laws, rules and regulations requiring specialized knowledge and skill for full performance of duties.

ESSENTIAL DUTIES:

1. Maintains central confidential law enforcement records system.
2. Disseminates information for the department in accordance with federal and state regulations and departmental policy.
3. Coordinates the needs of the general public with the functions of the department.
4. Assumes responsibilities of Receptionist and Civil Deputy in case of absence.
5. Creates and maintains complex files and databases such as official records, legal case files, criminal records and police reports. Maintains filing systems by deleting, purging and destroying records in accordance with established procedures.
6. Collects and prepares Uniform Crime Statistics to be forwarded to the WSP Identification Section.
7. Performs fingerprinting of offenders and the general public, processes fingerprint cards and sends to WSP in accordance with established procedures.
8. Registers Sex Offenders, by completing necessary forms, photographs, fingerprinting in accordance with Washington State Law.

9. Performs background investigations for Concealed Pistol Licenses and handgun purchases.
10. Performs other duties as required.

KNOWLEDGE OF: (Position requirements at entry)

Grammar, spelling and punctuation;
File maintenance techniques;
Customer service techniques;
Terminology and basic procedures in area of assignment;
Office practices and procedures.

SKILL: (Position requirements at entry)

Creating and maintaining file systems;
Applying customer service techniques;
Preparing technical reports;
Paying attention to detail and accuracy;
Performing basic mathematical calculations;
Using office equipment such as phones, copiers, calculators and fax machines;
Using computer and related software applications;
Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
Communication, both oral and written, sufficient to exchange or convey information and receive work direction.

TRAINING AND EXPERIENCE: (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and three years general office or specialty experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Ability to successfully complete psychological and polygraph examinations.

LICENSING REQUIREMENTS: (Position requirements at entry):

Washington State Driver's License

PHYSICAL REQUIREMENTS:

Positions in this class typically require: possible shiftwork, stooping, kneeling, crouching, reaching, mobility, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.