



CLASSIFICATION NO. 135

Established: 2/08

Revised: 6/21

FLSA: Non-Exempt

EEO: 6

SHERIFF'S UNIT SHIFT COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, oversee, train and lead the work of staff within a shift of the Unit; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, obtains, secures and processes evidence and confiscated property, and operates the County jail. The Sheriff's Office jurisdiction includes the unincorporated areas of the County and cities within the County that contract for law enforcement services.

The Sheriff's Unit Shift Coordinator leads the work of Unit staff assigned to a particular work shift(s). Incumbents ensure that the operations and work performed is done in accordance with law enforcement and procedure guidelines. Duties include assigning and balancing the work load of assigned staff of an assigned shift, communicating with other Unit employees from shift to shift, passing on work from shift to shift, overseeing the quality control of the work done on their shift, correcting problems with work, overseeing training and making training suggestions to supervisor, and answering questions. Incumbents also perform research and special assignments related to their assigned Unit.

The Sheriff's Unit Shift Coordinator differs from the Sheriff's Office Manager and related supervisor/manager classifications which have full supervisory authority over assigned staff including lead work personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assigns and balances workload of staff assigned to shift; communicates with Unit employees from shift to shift; passes work from one shift to the next; works with employees to complete tasks as necessary; researches complex issues or unusual circumstances; responds to and resolves problems and questions that are escalated from Unit staff; performs general Unit tasks and special assignments as needed or requested.
2. Oversees quality control of work performed and completed on assigned shift; corrects problems with work, provides technical training, and makes training suggestions to manager if needed; handles questions and issues as they arise as appropriate and/or when Manager is not present; escalates technical issues to Manager or command staff in order to receive guidance or for resolution.

3. Prepares accurate written documentation regarding employee's assigned work and work product issues; provides information and documentation to Manager for evaluations and training files; coordinates, organizes and participates in and provides input in interview process for new employees.
4. Coordinates and ensures coverage; assists with or performs shift scheduling and call outs for overtime for assigned shift depending on work load; assigns breaks and approves overtime for staff of assigned shift; conducts semi-annual vacation scheduling/bidding process; approves vacation requests in accordance with established vacation lists or forwards to Manager; assists Law Enforcement Data Systems (LEDS) Representative with LEDS training and certifications for department and other law enforcement agencies with LEDS contracts through the agency.
5. Researches, prepares and recommends updates to procedures and daily operations, and communicates updates with employees; provides and oversees training; assists and provides input on training procedures regarding new laws and ordinances that pertain to the Unit; creates and maintains written procedures in Field Training Evaluation Program (FTEP); attends regularly scheduled trainings and/or meetings with trainer and trainee during FTEP.
6. Participates and serves on various committees; communicates information to Manager and/or Unit staff; acts as liaison for Unit to other Sheriff's Office work groups and/or outside agencies; uses appropriate resources for maintenance and/or repairs for office and office equipment.
7. Within Records Unit, serves as the Sheriff's Office Records Custodian in the absence of the Manager; responds to subpoenas for production of records and other materials and/or appearance in court; reviews subpoenas for validity, completeness and compliance with applicable laws, rules, regulations and Sheriff's Office policy, and determines appropriate records and materials to release; confers with County's legal counsel and with other Units within the Sheriff's Office; testifies to the authenticity of the records provided.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge of: Principles and practices of the Clackamas County Sheriff's Office and of the assigned Unit; policies, procedures, ordinances, statues, laws, regulations and Sheriff's Office policies related to police records or court documents, and document processing; Peace Officers' Association (POA) contract.

Working Knowledge of: Principles and practices of office procedures and equipment, maintenance and repair resources; vendor contracts and policies; computer operations, computer systems, administrative rules using access, use and dissemination of data, interpretation of data in Law Enforcement Data Systems, National Crime Information Center, Imaging and other agency systems; basic principles and practices of personnel supervision, lead work and training; general concepts and techniques of prioritizing, organizing work and time management.

Skill to: Communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County departments, and other law enforcement agencies; deal with public; teach and instruct staff in office procedures, policies and unit work; demonstrate accurate skills in keyboarding, data evaluation, filing, organizing records, identifying and correcting data discrepancies.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Must possess Law Enforcement Data System certification within thirty (30) days of hire.

Some positions require possession of a Notary Public license for the State of Oregon within thirty (30) days of date of hire.