



CLASSIFICATION NO. 160
Established: 8/22
FLSA: Exempt
EEO: 2

CRIMINAL RECORDS MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, manage and direct criminal records management and unit operations within the Sheriff's Office; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, operates the County jail and oversees offenders on parole or probation. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Criminal Records Manager is a single incumbent classification within the Sheriff's Office. The incumbent is responsible for administration and management of several units within the Sheriff's Office related to the governance, processing, maintenance, release, and reporting of criminal records. Incumbents have broad oversight to develop and implement goals, objectives, policies, and priorities. The Criminal Records Manager serves as the Custodian of Records for the Sheriff's Office and has oversight over the release of criminal records. Incumbents are also responsible for administering the records management system and other data reporting systems within the Sheriff's Office.

The Criminal Records Manager differs from the Office Manager, Administrative Services Supervisor and Administrative Services Manager classifications due to the former's specialized responsibilities related to overseeing criminal records and data reporting systems and the release of criminal records. It differs from the Records and Information Manager which serves as the County's Records Officer and reports to the County Clerk.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes, manages, and directs the activities of the Records, Case Management, and Alarm units within the Clackamas County Sheriff's Office; develops work plans, allocates resources, and develops schedules to accomplish program goals; provides direction on complex technical or procedural issues.
2. Hires and directs supervisory, technical, and records staff to provide quality service to citizens and county staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

3. Develops and reviews policies and practices to ensure compliance with records management rules, regulations, and procedures; interprets and explains applicable policies, regulations, and procedures to department personnel, other agencies, and the public.
4. Serves as Custodian of Records for the Sheriff's Office; develops policies regarding access, retention, and maintenance of records; appears in court as Custodian of Records; leads the coordination and response of subpoenas for records.
5. Manages, directs, and organizes the public records request process and coordinates with Sheriff's Office management and Public Information Officer to respond to media requests.
6. Administers, manages, and coordinates the Sheriff's office records management system and other data reporting systems; provides project management and coordinates the migration and implementation to current and future programs; serves as a liaison to and collaborates with internal and external technology partners and vendors to meet compliance, security, and reporting requirements.
7. Administers the agency's regulatory crime reporting to the State and Federal government in compliance with the National Incident Based Reporting System, National Use of Force, and other required reporting; Analyzes related, pending, and proposed legislation, administrative rules, regulatory requirements, etc. that significantly impact records and reporting requirements.
8. Directs and manages the Sheriff's Office access to the Law Enforcement Data System (LEDS); coordinates and oversees LEDS and Criminal Justice Information System (CJIS) certifications; develops and provides appropriate training; coordinates state and federal audits of LEDS, National Crime Information Centers (NCIC), and National Incident-Based Reporting System (NIBRS).
9. Participates in budget development; prepares budget justifications and presentations; monitors revenues and expenditures.
10. Participates in state and local organizations and task forces; serves as liaison with other County departments and divisions, government agencies and the public; makes presentations and provides information and technical assistance as needed, including responding to difficult problems and questions raised by the public, clients or staff.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods, and procedures of criminal records management and legal terminology; public records laws, ordinances, and regulations; State and Federal crime reporting requirements; Data collection, service development, and evaluation methods Principles and practices of personnel management and participative management theories; public relations concepts and techniques.

Working knowledge of: Law enforcement and court functions and procedures; principles and practices of budget and contract development, negotiation, and administration; database management and communications technology and systems.

Skill to: Effectively administer a criminal records management program; communicate effectively, both orally and in writing; learn and apply a variety of computer software programs,

analyze information, prepare reports and make recommendations; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; supervise, train and evaluate personnel; organize and present information in a clear, concise and logical manner; collaborate with managers and staff members to implement policies, goals, procedures, and initiatives; respond to requests and inquiries from employee and the public; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting criminal records management, policies and reporting; establish resource requirements and budgets; establish and maintain effective working relationships with government agencies, representatives from other organizations, County employees, and the public.

WORKING CONDITIONS

Subject to 24 hour "on call" availability.

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 six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required within 60 days of hire:

- Law Enforcement Data System (LEDS) certification at the level for entry/update of a record (not query access level)

PRE-EMPLOYMENT REQUIREMENTS

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

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/24