

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: RECORDS TECHNICIAN II

Exempt: No	Job Type: 4257E
Pay Grade: E425	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties: Under general supervision performs highly technical and highly detailed work fulfilling requests of Discovery, Criminal Justice Records Act (CJRA) and the Colorado Open Records Act (CORA). Must understand criminal court procedure laws and Colorado Rules of Criminal Procedure Rule 16. Must understand document gathering, records release laws, criminal court procedure laws and then properly disseminate this work for the Sheriff's Office. Failure to properly fulfill these requests can have repercussions if not completed correctly or on time.

Supervision Exercised: No supervision exercised. May be assigned as a trainer for other record technicians.

Supervision Received: Works under general supervision of the Records Manager.

Examples of Duties and Responsibilities:

- Provides CJRA documents to the public's request in both digital and other electronic media. The CJRA requests will consist of electronic discovery and papers, to include in-car video, digital photos uploaded from digital cameras carried by deputies, detectives and crime scene investigators, audio from telephone and radios of calls for service in dispatch, and any other digital data stored at the Sheriff's Office needed to fulfill the CRJA requests.
- Assesses the deadlines required of the requested CJRA and determines completion priority.
- Communicates with Sheriff Office Personnel to include Investigations, Patrol, Detentions, Support Services, Records and Professional Standards Divisions to complete CJRA processes. Corresponds with the County Attorney's Office concerning CJRA and Discovery requests.
- Must thoroughly review case reports, notes, evidence, and dispatch to ensure proper completion of cases and maintain compliance with relevant and appropriate statutes, rules, administrative orders and/or other governing policies and procedures.
- Interpret and confirm data from a variety of records such as complex court orders, deputies' reports, warrants and other forms of electronic communication.
- Ability to work extensively in multiple Sheriff's Office programs, including LERMS, Colorado Courts, Axon, Excel, Avigilon, PBI and the CBI portal.

- Enters information into discovery portals from various applications and ensure accurate accounting of information required.
- Ability to import and export digital files from many different programs.
- Able to adapt and be highly flexible to computer systems evolving and changing due to upgrades and new software releases.
- Skill to investigate and locate digital evidence inside complex computer storage systems.
- Ability to correct errors and restrict evidence within computer storage systems.
- Skill to investigate and locate digital CJRA documents, video, and audio files inside complex computer storage systems and the ability to redact these records when necessary. The ability to solve problems that are not easily recognizable.
- Performs daily requests for Discovery and CJRA and properly relays the documents or media to the requesting organization or individual as required.
- Understands the CJRA laws and verifies that an active criminal case is not active in the judicial system.
- Understands the case report discovery process for misdemeanors and felonies and can assist the records clerks in the discovery process when needed.
- Provides electronic and digital data of videos, photos, audio and completed criminal case documents to the judicial system.
- Assesses the deadlines required of the requested documents and determines completion priority with a high case load.
- The ability to solve problems that are not easily recognizable.
- Handle all special requests from the DA's office in a timely manner to include Trial Notices.
- Receive and process requests for discovery from other agencies.
- Research, access, and crosscheck files for each case to locate and gather any missing or mislabeled documents, reports, body worn camera videos, in-car camera videos, dispatch, surveillance videos, etc. to process each case accurately and completely.
- Research historical records on a regular basis.
- Performs other duties as assigned.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Minimum Requirements:

- At least 18 years of age.
- High School Diploma: college education preferred.
- Two years of law enforcement records experience or two years of police investigation records experience.
- CCRN (Colorado Certified Records Network) Master Certification preferred.
- CRS interpretation and research skills.
- Knowledge of Colorado Open Records Act (CORA).

- Understanding of the requirements of Rule 16.
- Experience working with E-Discovery portal.
- Must be extremely organized, precise and detail oriented.
- Maintain and process confidential documents in accordance with federal and state laws.
- Ability to view and process highly sensitive material.
- Ability to work well in a team, as well as independently.
- High level of understanding of computer programs and keyboarding.
- Ability to deal with confidential and sensitive materials and records and maintain trust.
- Ability to work holidays and weekends as an essential employee.
- Able to pass qualifying exams and background investigation.
- Possession of a valid Colorado Driver's License.
- Must possess and maintain NCIC/CCIC certification, or ability to obtain within six (6) months of employment.

Consequence of Error: This is technical work performing research of documents and electronic media, to include videos, images, and audio files for the Sheriff's Office. Consequence of error may result in fines being brought upon the Sheriff's Office by failing to submit the records in a timely manner and the possibility of court costs, and attorney fees being awarded. (CRS 24-72-305 (7)).

Education and/or Experience: Generally, a high school diploma or GED supplemented by two years police records experience, computer experience or related education.

Certificates, Licenses, Registrations: Must possess a valid Colorado driver's license.

Essential Functions:

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Computer Skills: Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail. Skill in operating personal computers and standard software applications as well as specialized police record keeping computers and software applications.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Make sound decisions based on logical reasoning. Possess critical thinking skills to analyze, evaluate and process CCJRA and CORA documents.

Other Skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge of

basic computers. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours if necessary, in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks and climb on tables and/or ladders as necessary.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, and managers. May have occasional contact with outside firms/vendors.

Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.