

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: RECORDS CLERK

Exempt: No

Job Type: 1142S

Pay Grade: S110

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of complex administrative and clerical tasks with extreme accuracy, and methodical completeness, including information collection, statistical computation, verification duties in recording and maintenance of official department records.

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

Supervision Received: Works under general supervision of the Records Supervisor or a Lead Records Clerk in the absence of the Records Supervisor. However, regarding established duties in support of the Investigation's Division at the HRSS, the employee will also receive supervision and direction from an Investigation's Division supervisor assigned to HRSS.

Examples of Duties and Responsibilities:

- Merges Criminal reports from the mobile field reporting system into the law enforcement records system, scans and files reports electronically, files tickets, collects fines, provides discovery per Criminal Rule 16 to District Attorney's Office and the State of Colorado Courts. Verifies all electronic and handwritten documents are forwarded properly to avoid discovery violations. Receives requests to provide records per the Criminal Justice Records Act, or the Colorado open records act and either fulfills the request or forwards the request to the CJRA Specialist.
- Records clerks need to operate under with an extreme level of accuracy. Verifying the information provided for discovery is complete and accurate. The Courts expects that Law Enforcement will always provide all information obtained in an investigation is provided to the District Attorney or the Courts immediately so it can be shared with the defense. If there is a mistake in providing discovery the case can be dismissed, the Sheriff's Office or the DA can be sanctioned, the victims can also be traumatized if the case is dismissed due to an error.
- Provides accidents and traffic citations to the courts and DMV. Provides notices of expressed consent to the DMV in preparation of a notice of revocation or denial hearing for DUIs.
- Responsible for preparing monthly, quarterly, and annual CCIC/NCIC NIBRS based reports to the State of Colorado.

- Verifies that reports are correctly prepared for NIBRS standards and corrects detectives or deputies reports to become NIBRS compliant. This includes the review of all documents for quality control.
- Prepares statistics for the Crime Analyst's monthly, Semi-annual and annual reports.
- Prepares CCIC validations monthly. This requires clerks to validate the list of missing license plates, people, and stolen property and write letters to the victims of these crimes to verify the items are still missing or stolen.
- Balance traffic ticket surcharge accounts monthly.
- Utilizes local and state/federal computer/teletype systems to query, enter or cancel operational data and relay as authorized. These computer systems are used daily for various duties. Required to have CCICs OSN's for data entry purposes. Computer skills are highly technical and must work without errors.
- Able to handle an extremely busy workload where the workload is never, or rarely caught up. The workload can spike depending upon crime trends and times of the year.
- Computation of Sheriff's fees and other financial data.
- Extensive detailed data entry for both criminal and traffic reports. Computer skills are highly technical.
- Daily contact with general public both in person and by phone.
- Informs members of general public of Criminal Justice Records Act release laws and departmental policies in relation to the same. The Criminal Justice Records Act is very complicated and requires a great deal of continued study to ensure that it is enforced properly by all responsible.
- Assembles, validates and distributes a variety of reports to department staff, the public and state and federal agencies.
- Moderately complex bookkeeping and record keeping to include, the handling of large sums of money. Complex calculations, tabulating figures, collection and receipt of payments.
- Processes solicitor registration applications for Douglas County.
- May be assigned as a trainer for other records clerks.
- Performs other duties and jobs as required and assigned.
- Division support duties at the Highlands Ranch Substation (HRSS).
- Responsible for the scheduling of HRSS facilities.
- Responsible for relay to and from HRSS.
- Responsible for the ordering of supplies for HRSS.
- Provide assistance to patrol and investigations division personnel assigned to HRSS.

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.

Special Requirements:

- At least 18 years of age.
- High school graduate or G.E.D. Additional clerical, secretarial, legal and/or law

- enforcement education and/or experience preferred.
- Ability to multitask.
- High level of understanding of computer programs and keyboarding.
- Experience in public contact.
- Attention to detail.
- Meet minimum standards for typing and data entry.
- Some geographic knowledge preferred to assist in the use of the geographic database and GEO base.
- Good time management and organizational skills.
- Understanding of a functional file system.
- Good physical and mental condition.
- Ability to deal with confidential and sensitive materials and records and maintain trust.
- Able to pass qualifying exams and background investigation.
- Possession of a valid Colorado Driver's License.

Consequence of Error: Criminal cases can be dismissed with or without prejudice based upon a Judge's ruling when a mistake or error is made by a records clerk, this can affect victims, witnesses, suspects, the prosecution, the defense, the public's opinion of the Sheriff's Office and Douglas County Government as a whole. Errors may result in the creation of legal liability for the County, the Sheriff's Office and/or members of the Sheriff's Office involving both criminal and civil matters. Errors can also affect the livelihood and criminal history of the citizens we deal with.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents, reports and correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Mental Abilities: Able to comprehend and retain information related to general job assignments within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment and utensils.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required by verbal and written methods. Ability to deal with upset and/or irate people.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Computer Skills: Must have basic user-level competency with Windows PC operating systems. Ability to learn various other computer software programs used in records for the maintenance of the law enforcement records, scanning and electronically storing documents. Ability to run software for point of sale (similar to a cash register) and handle cash, credit card transactions, and daily reconciliation on a cash accounting software program.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Also, must understand basic accounting like handling refunds, collecting cash, checks, credit cards, and balancing those accounts daily.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Judgment: Applies knowledge and reasoning to make prompt and effective decisions in both routine and non-routine situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action. Must be able to recognize that all documents in records are discoverable documents that need to be forwarded to the District Attorney or directly to the court as soon as they are received and use judgment to correctly disseminate these documents to the correct location.

Initiative: Ability to complete assignments without waiting to be told what to do. Makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.

Physical Demands: Job requires walking, standing and sitting for extended times periodically. Lifting file boxes weighing 35 pounds is periodically required. Prolonged typing for data entry. Must be able to operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the work place.

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

Other: 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.