

**DOUGLAS COUNTY
SHERIFF S OFFICE**

JOB TITLE: SPECIALIST, STATUTORY PROGRAMS – JDC46

Exempt: No

Job Type: 4417E

Pay Grade: E440

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of administrative and clerical tasks related to the intake and processing of concealed handgun permit applications, sex offender registrations, court-ordered fingerprinting of criminal offenders, and regulatory fingerprinting. Maintains official agency records related to the above. Regularly prepares statistical reports involving measures of productivity. Extensive use of computers, live-scan digital fingerprinting equipment, digital cameras, and other technology is required. Also performs less technical clerical tasks, such as filing, notifying citizens of the status of their applications by telephone or mail, etc. Duties include direct contact with the public, including criminal offenders in a non-custodial setting, as well as other office members, public officials, and representatives of outside agencies. Work locations (DCSO/HRSS) and days (Monday-Friday) may vary depending on department needs.

Supervision Exercised: Informal oversight of Community Safety Volunteers and may be required to train new personnel.

Supervision Received: Works under the supervision of the Civil and Warrants Section Sergeant.

Examples of Duties:

- Receives concealed handgun permit (CHP) applications from members of the public, answers their questions, and checks applications for completeness.
- Performs data entry and background investigation queries on local, state, and national computer systems (such as New World and CCIS/NCIC).
- Computes and collects fees for services.
- Is expected to conduct ongoing research and remain current on laws and regulations related to the functional areas of the position, and to effectively relate this information to office members and the public.
- Regularly prepares statistical reports related to workload indicators/productivity measures.
- Prepares reports, correspondence (paper and electronic), and files.
- Provides training to new hires and volunteers regarding CHP duties.
- Takes fingerprints and photographs of concealed handgun permit applicants, court ordered criminal offenders (in a non-custodial environment), registered sex offenders, and members of the public required to be fingerprinted for regulatory or licensing purposes.
- Other related duties as assigned.

Minimum Requirements:

- High school graduate or GED. Additional clerical, secretarial, legal, or law enforcement education or experience is highly desired.
- Possession of a valid Colorado Drivers License.
- Minimum one year of general clerical or administrative work experience involving public contact.
- Superior organizational skills.
- Ability to multi-task for extended periods.
- Entry-level computer skills. A high degree of computer proficiency is expected upon completion of training.
- Ability to communicate professionally and effectively in the English language, both verbally and in writing.
- Ability to maintain strict confidentiality of information.
- Ability to work in a fast-paced, moderately stressful environment for prolonged periods.
- Ability to work with minimal supervision and solve most day-to-day problems independently.
- Ability to perform financial transactions accurately and independently research and resolve errors.
- Ability to maintain professional demeanor and interact effectively with agitated customers and all types of criminal offenders, including sex offenders.
- Physical and mental ability to carry out the essential job functions, with reasonable accommodations if needed.
- Must pass qualifying examinations and background investigation.

Essential Functions:

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

Mental Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk, hear, and tolerate a moderate noise level in the workplace.

Public Interaction: Possess the ability to verbally relate information to citizens, office members, and representatives of outside agencies. Ability to explain laws, regulations, and procedures related to functional areas of the job.

Shift Preparation: Ability to maintain work area and equipment in satisfactory working condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and other office personnel. Asserts self when necessary to confront or exert control over others. Works well with the public in a wide variety of settings.

Organizational Skills: Must have good organization skills and the ability to multi-task for extended periods in a moderately stressful, fast-paced environment.

Verbal Skills: Speaks English clearly and converses professionally and effectively with persons of diverse ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully when necessary.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Department Policies and Procedures: Upon completion of training, demonstrates working knowledge of and compliance with all department policies, procedures, and directives.

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.